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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
WEDNESDAY
JULY 30, 1997
SUITE 211
TRANSPORT WORKERS UNION, LOCAL 250-A
1508 FILLMORE ST.
9 A.M.

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9 A.M.

(1) **CALL TO ORDER**

(2) **DESIGNATION OF OFFICERS**: Selection by the Board of Trustees of a Chairperson and Vice Chairperson.

(3) **ADOPTION OF FUND PROCEDURES**: Review of the San Francisco Administrative Code Section 10.205 and the application of San Francisco Civil Service Rule 19 and the Bylaws of the Transport Workers Union-San Francisco Municipal Railway Trust Fund and adoption of Rule 19 and/or the Bylaws by the Board as authority for conduct of the board at its meetings.

(4) **REVIEW OF STAFF NEEDS AND APPOINTMENT OF STAFF**: Review of the requirements of the Fund for legal, accounting and other services and action to engage counsel and an accounting firm.

(5) **INSURANCE COVERAGE**: Review of the Board's insurance requirements, designation of a broker if the Board concludes that any coverage is necessary, and action to apply for such policy or policies.

(6) **TAX EXEMPTION**: Review of whether the Fund needs to obtain separate tax exemption under the Internal Revenue Code and applicable Treasury Regulations and if it is determined that an exemption is necessary, action to apply for such an exemption.

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(7) **FUNDING**: Review of the status of funding created for the Improvement Fund under the TWU/City of San Francisco 1996-2000 MOU.

(8) **"FRIENDS OF MUNI' AND 'OPERATOR AS AMBASSADOR' PROGRAMS:** Review of the two programs described in the June 1996 "Plan to Reinvent Muni" and authorization to implement these programs.

(9) **ENGAGEMENT OF BACA THIER:** Review of the proposed contract between Baca Their and the Fund for purposes of the "Friends" and "Ambassadors" Programs and action to approve and/or modify the contract.

(10) **SCHEDULE OF MEETING DATES, TIMES AND MEETING LOCATION:** Schedule for the balance of calendar year 1997.

(11) **ROLE OF THE FUND AND ITS BOARD OF TRUSTEES:** Discussion of the purpose of the Fund and the role of the Board.

(12) **PUBLIC COMMENT:** At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed the public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice Chairperson may continue Public Comment to another time during the meeting.

NOTE: For information on the next Fund Calendar, please call 415/922-9495.

7 48550 SFPL: ECONO JRS
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MIF NOTICE OF MEETING AND CALENDAR JULY 30, 1997

NOTE: Items listed on this calendar will not be heard before the stated time.

NOTE: Material submitted by the public for Fund review prior to a scheduled hearing before the Fund should be received at the Fund Reception Counter, 1508 Fillmore St., Suite 211, San Francisco 94115, no later than 3:00 p.m. (eight (8) days) prior to the scheduled public hearing. Persons unable to attend this hearing may submit written comments regarding a calendared item to the Fund at the above listed address. Comments received by 12:00 p.m. (noon) the day prior to the meeting will be made part of the official record and will be brought to the attention of the Municipal Improvement Fund at the public hearing. For complete distribution to all Fund members, necessary staff, submit an original and 10 copies.

ACCESSIBLE MEETING POLICY: Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE: (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE AT 554-4851.

Muni Improvement Fund

Ambassador/Friends of Muni Program

MEMORANDUM

CHAIR
Lawrence B. Martin

VICE-CHAIR

SECRETARY
Claire Caldwell

TREASURER
Andrea Gourdine

TWU TRUSTEES
Lawrence B. Martin
Ray J. Antonio
Claire Caldwell
Weston Hatch
Irwin Lum
Sonny Hall

CITY TRUSTEES
Andrea Gourdine
Daniel Daly
John Madden
Judith Teichman
Jim Bourgart
Shirley Breyer Black

COORDINATOR
Daniel S. Beagle
1736 Franklin Street
Suite 500
Oakland, CA 94107
510-625-7733

Date: October 10, 2001

To: Ms. Terry Gwiazdowski, Manager
Government Information Center
City and County of San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

From: Geoffrey Piller
MIF Board Secretary

Re: Minutes of the Municipal Railway Improvement Fund

Comments:

I have enclosed a copy of the notice of meeting and minutes of the Municipal Railway Improvement Fund Board of Trustees meetings of July 30, 1997 through August 28, 2001.

Please replace the minutes previously sent to you by Jacqueline Morante with the enclosed copies which reflect corrections of minor clerical errors.

We apologize for the delay in this matter. If you have any questions please feel free to contact Jacqueline Morante at 415-440-6823 or you may reach me at 510-625-9700.

Thank you for your time and consideration in this matter.

GP:jm

Enclosure

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
WEDNESDAY: JULY 30, 1997
Transport Workers Union, Local 250-A
1508 Fillmore St., Suite 211
9:00 a.m.

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PRESENT: **Trustees Browning, Caldwell, Daly, Gourdine, Jung, Madden, Martin**

The meeting was called to order by Trustee Martin at 9:15 a.m.

STAFF IN ATTENDANCE: Geoff Piller, Counsel; Sharon Ravarra, Trust Staff

ALSO IN ATTENDANCE: Robert R. Mason, Exec. Assist to Director, PTD; Sharyn Saslafsky, Manager, Dept. of Muni Communications, PTD, Kathleen Baca, Baca Thier & Assoc., Holli Thier, Baca Thier & Assoc.

A. REGULAR CALENDAR

(2) DESIGNATION OF OFFICERS - As outlined in the San Francisco Administrative Code, Section 10.205. - Municipal Railway Improvement Fund (b), "actions of the board require a majority vote of the same individuals serving as Trustees of the Transport Workers Union San Francisco Municipal Railway Trust Fund (Trust Fund)." In that regard, the Chair and Vice-Chair shall be the same Trustees who act as Chair and Vice Chair of the Trust Fund, respectively Lawrence B. Martin and Albert Browning on the Trust Fund. Therefore, Lawrence B. Martin was designated Chair and Albert Browning designated Vice Chair.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Browning, Caldwell, Daly, Gourdine, Jung, Madden, Martin**
Absent:	**Antonio, Lum, Teichman**
Motion No:	**001**

(3) ADOPTION OF FUND PROCEDURES - San Francisco Administrative Code Section 10.205 generally specifies that a special fund is established and expenditures shall be authorized by majority vote of same individuals serving as trustees of other fund. In the absence of other explicit procedures the Board resolved to adopt procedures for the Fund. Counsel reviewed Civil Service 6 and the provisions of the Charter Section 8.404 which govern the Trust Fund and that Fund's By-laws and recommended that the Board develop Fund procedures out of these documents. Counsel was so directed.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Browning, Caldwell, Daly, Gourdine, Jung, Madden, Martin**
Absent:	**Antonio, Lum, Teichman**
Motion No:	**002**

(4) REVIEW OF STAFF NEEDS AND APPOINTMENT OF STAFF - Daily administrative functions are to be detailed to identify the need for additional clerical support. The Board discussed the staffing requirement of the Fund and concluded that the Fund should retain the accounting and legal services of the Trust Fund accountant, Haile Girma, and attorney, Beeson, Tayer and Bodine, on the same terms as the Trust Fund.

Speakers: **None**
Action: **Approved**
Ayes: **Browning, Caldwell, Daly, Gourdine, Jung, Madden, Martin**
Absent: **Antonio, Lum, Teichman**
Motion No: **003**

(5) INSURANCE COVERAGE - Counsel was directed to consult with the City Attorney concerning whether the Trustees are covered under existing City insurance policies.

Speakers: **None**
Action: **Discussion -- no action required.**

(6) TAX EXEMPTION - Counsel was directed to review the tax exempt status of the Fund with the City Attorney.

Speakers: **None**
Action: **Discussion -- no action required.**

(7) FUNDING - Chairman Martin reported that he has reviewed the funding process with the Muni Director. Meetings with the Director and Controller's office will take place before the next meeting.

Speakers: **None**
Action: **Discussion -- no action required.**

(8) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS - Chairman Martin reviewed the two programs.

Speakers: **None**
Action: **Discussion -- no action required.**

(9) ENGAGEMENT OF BACA THIER - The Trust Fund acted to obtain bids to establish "Friends" and Ambassador" programs. Out of the four bids received, Baca Thier was selected to oversee the programs. The committee reviewed a draft contract to secure the services of Baca Thier. After discussion, it was decided to review the contract and approve Baca Thier as the contractor of record to work on initial planning functions not to exceed $2500.00.

Speakers: **None**
Action: **Approved**
Ayes: **Browning, Caldwell, Daly, Gourdine, Jung, Madden, Martin**
Absent: **Antonio, Lum, Teichman**
Motion No: **004**

(10) SCHEDULE OF MEETING DATES, TIMES AND MEETING LOCATION - The Board concluded that meeting dates will be the third Tuesday of each month at 3:30 p.m. at the Holiday Inn Union Square, which is ADA accepted.

Speakers: **None**
Action: **Approved**
Ayes: **Browning, Caldwell, Daly, Gourdine, Jung, Madden, Martin**
Absent: **Antonio, Lum, Teichman**
Motion No. **005**

(11) ROLE OF FUND AND ITS BOARD OF TRUSTEES - The board discussed the role of the board Trustees in the new Fund.

Speakers: **None**
Action: **Discussion - no action required.**

(12) PUBLIC COMMENT - None.

Speakers: **None**

Adjournment: 9:50 a.m.

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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, AUGUST 19, 1997
HOLIDAY INN UNION SQUARE
480 Sutter Street, Sutter II, San Francisco
3:30 p.m.

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3:30 p.m.

(1) **CALL TO ORDER**

(2) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(3) **FUNDING** - Review of the status of funding created for the Improvement Fund under the TWU/City of San Francisco 1996-2000 MOU.

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Review of the discussions of the committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the *Ambassadors* programs.

(5) **ENGAGEMENT OF BACA THIER & ASSOCIATES** - Review of the revised contract between Baca Thier and the Fund for purposes of the "Friends" and "Ambassadors" programs and action to approve and/or modify the contract.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

ACCESSIBLE MEETING POLICY - **Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - **(Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)**

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY: AUGUST 19, 1997

Holiday Inn Union Square
480 Sutter Street, Sutter I Room
3:30 p.m.

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PRESENT: **Trustees Antonio, Daly, Gourdine, Jung, Lum, Martin, Tiechman**

STAFF IN ATTENDANCE: **Sharon Ravarra, Staff**

ALSO IN ATTENDANCE: **Sharyn Saslafsky, Manager, Dept. of Muni Communications, PTD, Kathleen Baca, Baca Thier & Assoc., Holli Thier, Baca Thier & Assoc.**

(1) **CALL TO ORDER -** Chairman Martin called the August 19, 1997 Municipal Improvement Fund meeting to order.

(2) **PUBLIC COMMENT -** No public comment.
Speakers: **None**

(3) **FUNDING -** Chairman Martin reported that the discussion of the funding process with the Muni Director and Controller's office has not been completed.
Speakers: **None**
Action: **No action required.**

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -** Chairman Martin reported that four staff committees were formed -- training, scheduling, management support and maintenance/equipment to develop initial planning strategies. In committee, Baca/Thier gathered information regarding the different training programs for purposes of drafting an Ambassadors program training and community outreach plan. Ms. Thier further reported that Baca Thier has targeted five different program phases prior to the program kick-off: design, material development, advancing public awareness, community outreach/relations, and media campaign. She also noted her firm intends to develop design research surveys to assess the level of community support for operators, review and evaluate past public relation campaigns, design ad campaigns, develop logos, a newsletter, corporate sponsor, a speakers bureau and promotional events for a major campaign kick-off event to unveil the program.
Speakers: **Holli Thier, Kathleen Baca**
Action: **Discussion - no action required.**

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, SEPTEMBER 16, 1997
3:30 p.m.
HOLIDAY INN UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room

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3:30 p.m.

(1) **CALL TO ORDER**

(2) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(3) **FUNDING** - Review of the status of funding created for the Improvement Fund under the TWU/City of San Francisco 1996-2000 MOU. Review of Municipal Railway's role in completion of the Muni Improvement Fund funding requirements.

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Review of the discussions of the committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the *Ambassadors* programs.

(5) **ENGAGEMENT OF BACA THIER & ASSOCIATES** - Review of the revised contract between Baca Thier and the Fund for purposes of the "Friends" and "Ambassadors" programs and action to approve and/or modify the contract.

(6) **MIF MINUTES OF JULY 30, 1997 and AUGUST 19, 1997** - Review July 30, 1997 and August 19, 1997 Minutes for approval.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY: SEPTEMBER 16, 1997
Holiday Inn Union Square
480 Sutter Street, Sutter I Room
3:30 p.m.

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PRESENT: **Trustees Antonio, Browning, Caldwell, Daly, Gourdine, Jung, Lum, Martin, Teichman**

ABSENT: **Trustee Madden**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Sharon Ravarra, Staff**

ALSO IN ATTENDANCE: **Robert Mason, Exec. Assistant to Director, S. F. Muni Railway, Sharyn Saslafsky, Manager, Dept. of Muni Communications, PTD, Kathleen Baca, Baca Thier & Assoc., Holli Thier, Baca Thier & Assoc.**

(1) **CALL TO ORDER -** Chairman Martin called the September 16, 1997 Municipal Improvement Fund meeting to order.

(2) **PUBLIC COMMENT** - No public comment.
Speakers: **None**

(3) **FUNDING -** Chairman Martin reported that Muni Director Cruz has now sent the correspondence to the Controller necessary to establish initial funding.
Speakers: **None**
Action: **No action required.**

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -** Chairman Martin asked program coordinators, Baca Thier & Associates to give a brief progress report of the training, scheduling, management support and maintenance/equipment committee meetings. Ms. Baca and Ms. Thier reported that they recently meet with operators and personnel from various divisions and that following these meetings, Baca Thier started to develop a internal newsletter -- The Muni Monitor. Baca Their stated that a sub-committee meeting is being scheduled to interview prospective diversity trainers.
Speakers: **Holli Thier, Kathleen Baca**
Action: **Discussion - no action required.**

(5) **ENGAGEMENT OF BACA THIER & ASSOCIATES** - Counsel Piller reported that the contract between Baca Thier & Associates and the Fund is not yet ready for adoption or approval. Since program deadlines are approaching to begin training for the Ambassador program, Counsel recommended convening a special meeting to review and approve Baca Thier & Associates' contract with the Fund. Chairman Martin asked the Board whether a special MIF meeting should be convened on Thursday, September 18, 1997 at 11:30 a.m., for this purpose. Chairman Martin then announced that the special MIF meeting will be held Thursday, September 18, 1997 at 11:30 a.m., at the Holiday Inn Union Square. The Chairman further stated that staff will notify Board members within the next 24 hours of the room location.

Speakers: **Geoff Piller**
Action: **Discussion - no action required.**

(6) **MIF MINUTES OF JULY 30, 1997 and AUGUST 19, 1997** - Chairman Martin asked Board to review July 30, 10997 and August 19, 1997 Minutes for approval. After review, the Board approved the Minutes for July 30, 1997 and August 19, 1997.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Browning, Caldwell, Daly, Gourdine, Jung, Lum, Martin, Teichman**
Absent: **Madden**
Motion No: **007**

Adjournment: 4:00 p.m.

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
THURSDAY, SEPTEMBER 18, 1997
11:30 a.m.
HOLIDAY INN UNION SQUARE
480 Sutter Street, San Francisco
City Suite - Room 2918

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11:30 a.m.

(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(4) **ENGAGEMENT OF BACA THIER & ASSOCIATES** - Review and approve contract between Baca Thier and the Fund for purposes of the "Friends" and "Ambassadors" programs.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
THURSDAY: SEPTEMBER 18, 1997
Holiday Inn Union Square
480 Sutter Street, City Suite Room 2918
11:30 p.m.

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PRESENT: **Trustees Antonio, Daly, Caldwell, Jung, Lum, Madden, Martin, Teichman**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Sharon Ravarra, Staff**

ALSO IN ATTENDANCE: **Kathleen Baca, Baca Thier & Assoc., Holli Thier, Baca Thier & Assoc.**

(1) **CALL TO ORDER -** The special meeting was called to order by Chairman Martin at 12:00 p.m.

(2) **ROLL CALL**

(3) **PUBLIC COMMENT** - No public comment.
Speakers: **None**

(4) **ENGAGEMENT OF BACA THIER & ASSOCIATES -** Chairman Martin recessed the meeting to allow Baca Thier & Associates time to meet with Attorney Piller to review the proposed Baca Thier & Associates contract with the Fund.
Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Daly, Caldwell, Jung, Lum, Madden, Martin, Teichman**
Absent: **Browning, Gourdine**
Motion No: **008**

Upon arrival at the meeting, Attorney Piller reported that negotiations over the contract are ongoing and that the parties are not ready to submit a contract for approval at this meeting. Mr. Piller further noted that if work required for the "Ambassadors" program is to begin as scheduled in November, Baca Thier must begin to prepare the training now and payment for work performed should not be delayed until the contract is concluded. The Board has already approved two payments of $2,500.00 for the months of July and August for services rendered prior to the conclusion of the contract. Baca Thier reported that it has incurred $9,866.25 in hourly billable time to date. Mr. Piller stated that for purposes of further work

the parties contract discussions to date have resulted in agreement to payment of a monthly retainer of $16,000.00. He reported that Baca Thier is prepared to continue work on the "Ambassador" and "Friends" programs pending final contract completion by the Board's October meeting provided that the Fund pays $16,000.00 which if authorized, would be credited against the first month of the contract when the parties agree on the final contract terms and the effective date. Mr. Piller then summarized proposal -- payment of $4,866.25 in addition to the $5,000.00 already approved ($2,500.00 for July and $2,500.00 for August) and $16,000.00 that would be credited against the first month retainer. Chairman Martin stated that he would like the Board to review and approve the contract prior to the next regularly scheduled meeting.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Daly, Caldwell, Jung, Lum, Madden, Martin, Teichman**
Absent:	**Browning, Gourdine**
Motion No:	**009**

Adjournment: 1:00 p.m.

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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, OCTOBER 21, 1997
3:30 p.m.
HOLIDAY INN UNION SQUARE
480 Sutter Street, San Francisco
City Suite, Room 2918

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3:30 p.m.

(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **ITEMS TO BE CONTINUED - (1) Insurance** - Review by Counsel concerning whether the Trustees are covered by the City or should purchase insurance policies. **(2) Tax Exemption** - Review by Counsel the tax exempt status of the Fund with the City Attorney. **(3) Review of Staff Needs and Appointment of Staff** - Review detailed daily administrative requirements to identify clerical support needs.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Review of the discussions of the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the *Ambassadors* programs.

(6) **ENGAGEMENT OF BACA THIER & ASSOCIATES** - Review of the revised contract between Baca Thier and the Fund for purposes of the "Friends" and "Ambassadors" programs and action to approve and/or modify the contract.

(7) **ADOPTION OF EXPENDITURE PROCEDURES** - Review of operating expenditures retroactive to establishment of the Fund and invoicing procedures.

(8) **APPROVAL OF BILLING FOR PROFESSIONAL SERVICES** - Review and action to approve Fund Counsel's billings for the months of July - September, 1997.

(9) **MIF MINUTES OF SEPTEMBER 16, 1997 and SEPTEMBER 18, 1997** - Review September 16, 1997 and September 18, 1997 Minutes for approval.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)

(opciu 3 afl cio 142)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY: OCTOBER 21, 1997
Holiday Inn Union Square
480 Sutter Street, City Suite - Room 2918
3:30 p.m.

DOCUMENTS DEPT.

OCT 16 2001

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PRESENT: **Trustees Antonio(T), Browning (T), Daly (T), Jung (A), Lum (A), Madden (A), Martin (T), Teichman (A)**

ABSENT: **Trustee Caldwell (T), Gourdine (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Sharon Ravarra, Staff**

ALSO IN ATTENDANCE: **Holli Thier, Baca Thier & Associates**

(1) **CALL TO ORDER -** Chairman Martin called the October 21, 1997 Municipal Improvement Fund meeting to order.

(2) **ROLL CALL**

(3) **ITEMS TO BE CONTINUED - (1) Insurance** - Counsel Piller reported that he is reviewing whether the Fund needs to purchase its own insurance policies with the City's risk management personnel and the City's Attorney's office, and, **(2) Tax Exemption** - Counsel Piller also reported that he is reviewing the tax exempt status of the Fund with the City Attorney's office.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Daly, Jung, Lum, Madden, Martin, Teichman**
Absent: **Caldwell, Gourdine**
Motion: 010

(4) **PUBLIC COMMENT** - Holli Thier of Baca Thier & Associates distributed a memorandum to the Board dated, October 21, 1997. Ms. Thier reported that Baca Thier & Associates has prepared a community outreach plan, marketing plan, a description of work to date, a preliminary creative budget and the purchase of insurance, but because Baca Thier was informed that the Board would vote to stop work at its next meeting, she would not present those materials today. After Ms. Thier read her memorandum to the Board concerning contract negotiations to date, she asked the Board to schedule a meeting of the full Board to conclude a contract with Baca Thier & Associates for the "Friends of Muni" and "Operator as Ambassador" programs.

Speakers: **Holli Thier, Baca Thier & Associates**
Action: **None**

(5) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Chairman Martin reported that the Training, Schedules, Equipment/Maintenance Staff Committees met several times and continue to meet to develop a draft of recommendations to be presented to the Board.

Speakers: **None**
Action: **None**

(6) **ENGAGEMENT OF BACA THIER & ASSOCIATES** - Counsel Piller reported that since the last MIF meeting, he met with Baca Thier & Associates and their Counsel on October 1, 1997 and that he had summarized the remaining areas of difference in a memorandum to Chairman Martin. Mr. Piller stated that he does not have a revised draft of the contract to present today. Trustee Madden then stated that the MIF is a City body and under the Charter the City should not expend funds in the absence of, (1) a formal contract and, (2) the Controller's certification of the sufficiency of funds committed pursuant to the contract. On this basis, Trustee Madden recommended that no further work be performed by Baca Thier until a contract is certified as required by law. Trustee Teichman agreed with this recommendation, adding that Baca Thier be asked to provide a copy of the insurance policy purchased. The Board then voted to, (1) direct Baca Thier to stop work until or unless a contract is approved and, (2) approve the payment of Baca Thier on an hourly basis for work performed in the month of October.

Speakers: **Geoff Piller**
Action: **Approved**
Ayes: **Antonio, Browning, Daly, Jung, Lum, Madden, Martin, Teichman**
Absent: **Caldwell, Gourdine**
Motion: 011

(7) **ADOPTION OF EXPENDITURE PROCEDURES** - Trustee Antonio in the absence of Secretary Caldwell reviewed operating expenditures retroactive to establishment of the MIF for the months of July - September, 1997. He distributed a memorandum to the Board which summarized the salary and benefit costs of a single full time administrative secretary. Mr. Antonio stated that, although demands may change over time, to date the Fund has required the equivalent of a full time secretary. Trustee Antonio stated that on this basis, he had prepared the memorandum showing wage and benefit costs of a full time executive secretary based on the Local 250-A OPEIU, Local 3 Collective Bargaining Agreement. After review of the costs and work demands, Trustee Antonio asked the Board to approve payment of $5,209.56 per month to Local 250-A for Fund staffing and administrative costs retroactive to July, 1997 subject to future review as staffing requirements change.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Browning, Daly, Jung, Lum, Madden, Martin, Teichman**
Absent: **Caldwell, Gourdine**
Motion: 012

(8) **APPROVAL OF BILLING FOR PROFESSIONAL SERVICES -** The Board reviewed a invoice for legal services for the months of July through September, 1997, attached to Mr. Piller's letter of October 13, 1997. Trustee Madden noted that under the city's standard procedures, the billing format should include time entries for each piece of work billed. Mr. Piller stated that he would resubmit the billing in this format. Subject to this resubmission, the Board voted to approve Beeson, Tayer & Bodine's invoice for legal services performed for the months of July - September, 1997.

Speakers:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Antonio, Browning, Daly, Jung, Lum, Madden, Martin, Teichman**
Absent:	**Caldwell, Gourdine**
Motion:	013

(9) **MIF MINUTES OF SEPTEMBER 16, 1997 and SEPTEMBER 18, 1997 -** Chairman Martin asked the Board to review September 16, 1997 and September 18, 1997 Minutes for approval. After review, the Board voted to approve the Minutes of September 16, 1997, with a correction on (4) "Friends of Muni" and "Operator as Ambassador" Programs - line 4, replace "meet" with "met", and the Minutes of September 18, 1997.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Browning, Daly, Jung, Lum, Madden, Martin, Teichman**
Absent:	**Caldwell, Gourdine**
Motion:	014

Adjournment: 3:55 p.m.

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, NOVEMBER 18, 1997
3:30 p.m.
HOLIDAY INN UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room

DOCUMENTS DEPT.

OCT 16 2001

SAN FRANCISCO
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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *PUBLIC COMMENT* - ***At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.***

(4) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - ***Review of the discussions of the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.***

(5) *MIF MEETING DATES* - ***Review and action to set meeting schedule dates for December, 1997 and January through December, 1998.***

(6) *ADOPTION OF EXPENDITURE PROCEDURES* - ***Review and action to consider office space and administrative costs resolution to include an agreement with TWU, Local 250-A for these services.***

(7) *APPROVAL OF BILLING FOR PROFESSIONAL SERVICES* - ***Review and action to approve annual program for payment of professional services.***

(8) *MIF MINUTES OF OCTOBER 21, 1997* - ***Review October 21, 1997 Minutes for approval.***

NOTE *- Items listed on this calendar will not be heard before the stated time.*

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)

(opein 3 afl cio 142)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND

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OCT 16 2001

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TUESDAY: NOVEMBER 18, 1997
Holiday Inn Union Square
480 Sutter Street, City Suite - Sutter I Room
3:30 p.m.

PRESENT: **Trustees Antonio(T), Gourdine (T), Jung (A), Lum (A), Madden (A), Teichman (A)**

ABSENT: **Trustee Browning (T), Caldwell (T), Daly (T), Martin (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Sharon Ravarra, Staff**

ALSO IN ATTENDANCE: **Robert Mason, Dept. of Public Transportation, Holli Thier, Baca Thier & Associates**

(1) **CALL TO ORDER -** Trustee Gourdine called the November 18, 1997 Municipal Improvement Fund meeting to order.

(2) **ROLL CALL**

(3) **PUBLIC COMMENT** - Holli Their of Baca Thier & Associates distributed a invoice for services rendered from October 1, 1997 through October 31, 1997 and a certificate of liability insurance from the Hartford Company purchased by Baca Thier & Associates for payment. Ms. Thier also stated that she understood that at this meeting the Board would decide whether to continue to use Baca Thier & Associates for the "Friends" and "Ambassador" programs. She stated that if the Board decides to stop use of Baca Thier and terminate further contract negotiations she would like written explanation for this decision.
Speakers: **Holli Thier, Baca Thier & Associates**
Action: **None**

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Trustee Antonio reported that there are no reports from the Training, Schedules, Equipment/Maintenance and Management Support Staff Committees at this time. The Committees will continue to meet and expect to present their recommendations to the Board at its January, 1998 meeting. Trustee Antonio reported that the Executive Staff Committee recommended to change the target date of January 5, 1998 to April, 1998 because the programs will not be ready for implementation in January. Counsel Piller reported that there remain substantial differences between Baca Thier & Associates and the MIF over the terms of the contract for Baca Thier's services and on this basis, recommended that no further negotiations would be warranted.
Speakers: **Geoff Piller**
Action: **None**

(5) **MIF MEETING DATES** - The Board discussed meeting dates for December, 1997 and January through December, 1998. After discussion, the Board acted to not schedule a December, 1997 or December 1998 meeting. The Board also acted to meet the third Tuesday of each month, excluding December. The Board acted to meet at the Holiday Inn Civic Center, 50 Eighth St., San Francisco, January through June, 1998 and return to the Holiday Inn Union Square, July through November, 1998.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Gourdine, Jung, Lum, Madden, Teichman**
Absent: **Browning, Caldwell, Daly, Martin**
Motion: **015**

(6) **ADOPTION OF EXPENDITURE PROCEDURES** - Counsel Piller reported that the agreement for office space and administrative costs is still in draft form.

Speakers: **Geoff Piller**
Action: **None**

(7) **APPROVAL OF BILLING FOR PROFESSIONAL SERVICES** - Tabled for the February, 1998 meeting.

Speakers: **None**
Action: **None**

(8) **MIF MINUTES OF OCTOBER 21, 1997** - Trustee Gourdine asked the Board to review October 21, 1997 Minutes for approval. After review, the Board voted to approve the Minutes of October 21, 1997.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Gourdine, Jung, Lum, Madden, Teichman**
Absent: **Browning, Caldwell, Daly, Martin**
Motion: **016**

Adjournment: 4:15 p.m.

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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, JANUARY 20, 1998
3:30 p.m.
HOLIDAY INN CIVIC CENTER
50 Eighth Street, San Francisco
Gold Room C - 1st Floor

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OCT 16 2001

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3:30 p.m.

(1) CALL TO ORDER

(2) ROLL CALL

(3) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(4) ITEMS TO BE CONTINUED - **Insurance** - Review by Counsel concerning purchase of insurance coverage for the Board.

(5) CONTRACT FOR ADMINISTRATIVE SERVICES AND PROGRAM OPERATIONS - Review and action to approve contract with TWU, Local 250-A for administrative services and for program coordination services for the "Friends" and "Ambassadors" programs. Action on administrative services intended to supersede the Board's November 18, 1997 approval of administrative services.

(6) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.

(7) MIF MINUTES OF NOVEMBER 18, 1997 - Review November 18, 1997 Minutes for approval.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: JANUARY 20, 1998
Holiday Inn Civic Center
50 Eighth St., San Francisco
Gold Room - C
3:30 p.m.

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PRESENT: **Trustees Antonio(T), Caldwell (T), Daly (T), Gourdine (T), Lum (A), Madden (A), Martin (T), Teichman (A)**

ABSENT: **Trustee Browning (T), Jung (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Sharon Ravarra, Staff**

ALSO IN ATTENDANCE: **Robert Mason, Dept. of Public Transportation**

(1) *CALL TO ORDER* - Chairman Martin called the January 20, 1998 Municipal Improvement Fund meeting to order.

(2) *ROLL CALL*

(3) *PUBLIC COMMENT* - None.

(4) *ITEM TO BE CONTINUED* - **Insurance** - Counsel Piller noted that the Board had considered the need for a fiduciary liability policy at previous meetings. He stated that because the Board of Trustees includes Union-appointed Trustees, City-appointed Trustees who are City employees, and City-appointed Trustees who are not City employees, there are questions concerning the extent of City-provided coverage for the Trustees. On this basis, he recommended that the Board purchase a fiduciary liability policy if one can be obtained at a reasonable cost. After discussion, Mr. Piller was asked to review coverage and report at the February Board meeting.

Speakers: **Geoff Piller**
Action: **None**

(5) *CONTRACT FOR ADMINISTRATIVE SERVICES AND PROGRAM OPERATIONS* - Counsel Piller reported that the contract between the City and Local 250-A for office space and administrative costs is being reviewed by the City Attorney's office and he hopes to present it to the Board for action at the next meeting. He also reported that at its October 21, 1997 meeting the Board approved $5,100.00 per month for administrative services to be provided by Local 250-A but that Local 250-A has subsequently reviewed that proposal and concluded that $3,104.78 per month for personnel, overhead and office costs provided to the Fund was sufficient. He also noted that no payments have been made to date to Local 250-A for its work on behalf of the Fund. Trustee Madden noted that given the purpose of the Fund

and its structure, designed to follow the procedures of the Transport Workers Union San Francisco Municipal Railway Trust Fund, Local 250-A may be the entity best suited to provide the services required by the Fund. Mr. Piller noted that because, (1) the Municipal Railway Trust Fund has always used Local 250-A for administrative services; (2) the administrative code provision establishing the Improvement Fund parallels the Charter provisions creating the Municipal Railway Trust Fund; and (3) the Code provision establishing the Improvement Fund does not provide for staffing of the Fund of any kind by the City, Local 250-A is the logical administrative services provider for the Fund. After review, the board voted to, (1) approve the payment of $3,104.78 per month effective upon the inception of the Fund, July 1997, and (2) supersede the action of the Board at the October 1997 meeting approving payment to Local 250-A of $5,100.00. The Local 250-A-appointed Trustees -- Messrs. Antonio, Lum, and Ms. Caldwell-- abstained from the vote on this action.

Speakers: **Geoff Piller**
Action: **Approved**
Ayes: **Daly, Gourdine, Madden, Teichman**
Abstained: **Antonio, Caldwell, Lum**
Absent: **Browning, Jung**
Motion: 017

(6) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Chairman Martin reported that the Training, Schedules, Equipment/Maintenance Staff Committees met several times and continue to meet. He also reported that the 22 Bus Line implemented a new run schedule program. Three additional Buses were added to the route, the schedule was changed by two minutes and a monitoring program was implemented. A similar program is being reviewed on the 21 Line.

Speakers: **None**
Action: **None**

(7) **MIF MINUTES OF NOVEMBER 18, 1997** - Chairman Martin asked the Board to review November 18, 1997 Minutes for approval. After review, the Board voted to approve the Minutes of November 18, 1997.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Caldwell, Daly, Gourdine, Lum, Madden, Martin, Teichman**
Absent: **Browning, Jung**
Motion: 018

Adjournment: 4:26 p.m.

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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, FEBRUARY 17, 1998
3:30 p.m.
HOLIDAY INN CIVIC CENTER
50 Eighth Street, San Francisco
Gold Room C - 1st Floor

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OCT 16 2001

SAN FRANCISCO
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3:30 p.m.

(1) CALL TO ORDER

(2) ROLL CALL

(3) MIF MINUTES OF JANUARY 20, 1998 - Review January 20, 1998 Minutes for approval.

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ITEMS TO BE CONTINUED - **(1) Insurance** - Review by Counsel purchase of fiduciary liability insurance coverage for the Board. **(2) Baca-Thier Invoice for October, 1997** - Review of Baca-Thier's response to the Fund's request for reports completed for presentation to the Board in October.

(6) CONTRACT FOR PROGRAM OPERATIONS BETWEEN TWU & MIF - Review of and action to approve contract with TWU for administrative services and for program coordination services for the "Friends" and "Ambassadors" programs.

(7) *CONTRACT BETWEEN TWU AND PROGRAM COORDINATOR* - Review of and action to approve Beagle & Bleiweiss Communications proposal to perform program coordination for "Friends" and "Ambassadors" programs.

(8) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.

NOTE - Items listed on this calendar will not be heard before the stated time.

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MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: FEBRUARY 17, 1998
Holiday Inn Civic Center
50 Eighth St., San Francisco
Gold Room - C
3:30 p.m.

DOCUMENTS DEPT.

OCT 16 2001

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PRESENT: **Trustees Antonio(T), Browning (T), Caldwell (T), Jung (A), Lum (A), Madden (A), Martin (T)**

ABSENT: **Trustee Daly (T), Gourdine (T), Teichman (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Sharon Ravarra, Staff**

ALSO IN ATTENDANCE: **Robert Mason, Dept. of Public Transportation, Danny Beagle, Beagle & Bleiweiss Communications**

(1) *CALL TO ORDER* - Chairman Martin called the February 17, 1998 Municipal Improvement Fund meeting to order.

(2) *ROLL CALL*

(3) *MIF MINUTES OF JANUARY 20, 1998* - Chairman Martin asked the Board to review January 20, 1998 Minutes for approval. After review, the Board voted to approve the Minutes of January 20, 1998.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Browning, Caldwell, Jung, Lum, Madden, Martin**
Absent: **Daly, Gourdine, Teichman**
Motion: 019

(4) *PUBLIC COMMENT* - None.

(5) *COUNSEL'S REPORT* - **(1) Insurance** - Counsel Piller reported that a 'stand alone' fiduciary liability policy separate from the San Francisco Municipal Railway Trust Fund's policy can be obtained at a cost of approximately $3,000.00, the exact amount to be determined after submission of the Fund's application. **(2) Baca-Thier Invoice for October, 1997** - Counsel Piller reported that the Board approved payment for invoices submitted by Baca-Thier, at the October 21, 1997 Board meeting, pending Baca-Thier's submission of materials produced for the Fund in October. Copies of the materials submitted by Baca-Thier were distributed to the Board. Chairman Martin then stated that the two above matters are informational.

Speakers: **Geoff Piller**
Action: **None**

(6) *CONTRACT FOR PROGRAM OPERATIONS BETWEEN TWU & MIF* - Counsel Piller stated that after Board's approval of Local 250-A as Fund service provider, he drafted a contract which was distributed and reviewed. The contract between the City and Local 250-A provides for two tasks: (1) Administrative services, and (2) Program coordination services necessary to implement the "Friends" and "Ambassadors" programs. Mr. Piller further noted that the contract conforms to the standard City of San Francisco contract requirements. He noted that, as at the January meeting, State law prevents the Local 250-A Trustees from voting on the contract. After review, the Board voted to approve the contract for program operations between TWU, Local 250-A and the MIF.

Speakers:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Browning, Madden, Martin**
Abstained:	**Antonio, Caldwell, Lum**
Absent:	**Daly, Gourdine, Teichman**
Motion:	020

(7) **PROPOSAL SUBMITTED BY BEAGLE & BLEIWEISS COMMUNICATIONS FOR CONTRACT PROGRAM COORDINATOR** - Chairman Martin asked Danny Beagle of Beagle & Bleiweiss to review a one-year, five phase proposal to implement the two programs. After reviewing the proposal, implementation time-line dates, staffing needs and budget, the Board voted to approve Local 250-A's engagement of Beagle & Bleiweiss as "Ambassadors" and "Friends" program coordinator subject to conclusion of an acceptable subcontract, submission of mutually acceptable performance deadlines, and the approval of City Departments required to review the contract for purposes of form and content.

Speakers:	**Danny Beagle, Beagle & Bleiweiss Communications**
Action:	**Approved**
Ayes:	**Browning, Madden, Martin**
Abstained:	**Antonio, Caldwell, Lum**
Absent:	**Daly, Gourdine, Teichman**
Motion:	021

(8) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - Chairman Martin reported that the Training, Schedules, Equipment/Maintenance Staff Committees continue to meet. He also reported that the 22 Bus Line's new run schedule program was reviewed for the first time and drivers and riders are pleased with the changes. He noted that dates to review the 21, 15, 24 Line are set-up.

Adjournment: 4:26 p.m.

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mifm2.17

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, MARCH 10, 1998
3:30 p.m.
HOLIDAY INN CIVIC CENTER
50 Eighth Street, San Francisco
Gold Room C - 1st Floor

DOCUMENTS DEPT.

OCT 16 2001

SAN FRANCISCO
PUBLIC LIBRARY

3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF FEBRUARY 17, 1998* - Review February 17, 1998 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *SUB-CONTRACT BETWEEN TWU, LOCAL 250-A AND BEAGLE & BLEIWEISS COMMUNICATIONS FOR PROGRAM COORDINATION OF "FRIENDS" AND "AMBASSADORS" PROGRAMS* - Review of and action to approve sub-contract between TWU, Local 250-A and Beagle & Bleiweiss Communications for program coordination services for the "Friends" and "Ambassadors" programs.

(7) *REPORT BY TWU, LOCAL 250-A CONCERNING ITS PROVISION OF CLERICAL AND ADMINISTRATIVE SERVICES TO THE FUND* - Results of Local 250-A's interview of candidates for the position of MIF Assistant. Information only, no action required.

(8) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)

(opeiu 3 afl cio 142: mifc)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: MARCH 10, 1998
Holiday Inn Civic Center
50 Eighth St., San Francisco
Gold Room - C
3:30 p.m.

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PRESENT: **Trustees Antonio(T), A. Browning (T) Caldwell (T), Daly (T), Gourdine (T), W. K.Y. Jung, (A), Lum (A), Madden (A), Martin (T), Teichman (A)**

ABSENT: **None**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Danny Beagle, Coordinator**

ALSO IN ATTENDANCE: **Robert Mason, Dept. of Public Transportation**

(1) ***CALL TO ORDER*** - Chairman Martin called the March 10, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF FEBRUARY 17, 1998*** - Chairman Martin asked the Board to review February 17, 1998 Minutes for approval. After review, the Board voted to approve the Minutes of February 17, 1998.

Speakers: **None**
Action: **Approved**
Ayes: **Antonio, Browning, Caldwell, Daly, Gourdine, Jung, Lum, Madden, Martin, Teichman**

(4) ***PUBLIC COMMENT*** - None.

(5) ***ITEM TO BE CONTINUED*** - None.

(6) ***SUB-CONTRACT BETWEEN TWU, LOCAL 250-A AND BEAGLE & BLEIWEISS COMMUNICATIONS FOR PROGRAM COORDINATION OF "FRIENDS" AND "AMBASSADORS" PROGRAMS*** - Counsel Piller reported that at the February 17, 1998 Board meeting the Board approved Local 250-A's engagement of Beagle & Bleiweiss provided that a mutually agreeable sub-contract could be concluded. Mr. Piller then distributed a sub-contract between Local 250-A and Beagle & Bleiweiss Communications for program coordination services for the "Friends" and "Ambassadors" programs. Mr. Piller noted that the contract conforms to standard City contract requirement for sub-contracts providing protection of the contractor and the City. Beagle & Bleiweiss

proposals for services, time-line and budget are attached to the contract for approval. After review, the Board voted to approve the sub-contract and to submit it to City Attorney's office for review. Counsel Piller noted that State law prevents the Local 250-A Trustees from voting on the contract.

Speakers: **Geoff Piller**
Action: **Approved**
Ayes: **Browning, Daly, Gourdine, Madden, Martin, Teichman**
Abstained: **Antonio, Caldwell, Jung, Lum**
Absent: **None**
Motion: 022

(7) *REPORT BY TWU, LOCAL 250-A CONCERNING ITS PROVISION OF CLERICAL AND ADMINISTRATIVE SERVICES TO THE FUND* - Chairman Martin reported that the a Committee, consisting of Trustees Gourdine, Caldwell and Martin, interviewed four applicants to provide clerical and administrative support for the MIF programs. After review, the Committee selected Valerie Smith.

Speakers: **None**
Action: **None**

(8) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.

Speakers: **None**
Action: **None**

Adjournment: 4:00 p.m.

opeiu 3 afl cio 142(sfr)
mifm3.10

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, APRIL 21, 1998
3:30 p.m.
HOLIDAY INN CIVIC CENTER
50 Eighth Street, San Francisco
Gold Room C - 1st Floor

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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF MARCH 10, 1998* - Review March 10, 1998 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *REPORT ON STATUS OF CONTRACT BETWEEN THE FUND AND TWU, LOCAL 250-A AND STATUS OF SUB-CONTRACT BETWEEN LOCAL 250-A AND BEAGLE & BLEIWEISS* - To be reviewed by counsel.

(7) *APPLICATION FOR FIDUCIARY LIABILITY INSURANCE* - To be reviewed by counsel.

(8) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: APRIL 21, 1998
Holiday Inn Civic Center
50 Eighth St., San Francisco
Gold Room - C
3:30 p.m.

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PRESENT: **Trustees Antonio(T), Gourdine (T), Jung, (A), Lum (A), Madden (A), Martin (T), Teichman (A)**

ABSENT: **Browning (T), Caldwell (T), Daly (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Danny Beagle, Coordinator**

ALSO IN ATTENDANCE: **Robert Mason, Dept. of Public Transportation**

(1) ***CALL TO ORDER*** - Chairman Martin called the April 21, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF MARCH 10, 1998*** - Chairman Martin asked the Board to review March 10, 1998 Minutes. After review, the Board voted to approve the Minutes of March 10, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Gourdine, Jung, Lum, Madden, Martin, Teichman**
Absent:	**Browning, Caldwell, Daly**
Motion:	**023**

(4) ***PUBLIC COMMENT*** - None.

(5) ***ITEM TO BE CONTINUED*** - None.

(6) ***REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND STATUS OF SUB-CONTRACT BETWEEN LOCAL 250-A AND BEAGLE & BLEIWEISS*** - Counsel Piller reported that both contracts are circulating for review by the appropriate City departments.

Speakers:	**Geoff Piller**
Action:	**None**

(7) *APPLICATION FOR FIDUCIARY LIABILITY INSURANCE* - Counsel Piller reported that the Fund's application for fiduciary liability insurance, approved at the February 17, 1998 Board meeting, has been submitted to the broker who has submitted it to the fiduciary liability insurance carriers.

Speakers: **Geoff Piller**
Action: **None**

(8) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - After making reports concerning the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs, Coordinator Beagle reviewed a draft report entitled "Strategic Plan for Muni/Ambassador Program" dated April 1, 1998 and a draft newsletter "The Muni Ambassador" dated April, 1998. After this discussion, Trustee Antonio distributed a comparison of three computer system proposals intended to address the computer requirements of the two programs. After discussion of the Fund's hardware and software requirements, and integrating the new systems with the Municipal Railway database, the Trustees tabled action on the computer related purchase until the May Board of Trustees meeting.

Speakers: **Danny Beagle**
Action: **None**

Adjournment: 4:35 p.m.

opeiu 3 afl cio 142(sfr)
mifm421

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, MAY 19, 1998
3:30 p.m.
HOLIDAY INN CIVIC CENTER
50 Eighth Street, San Francisco
Board Room #409 - 4th Floor

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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF APRIL 21, 1998* - Review April 21, 1998 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *REPORT ON STATUS OF CONTRACT BETWEEN THE FUND AND TWU, LOCAL 250-A AND STATUS OF SUB-CONTRACT BETWEEN LOCAL 250-A AND BEAGLE & BLEIWEISS* - Update by counsel.

(7) *REPORT ON CONTRACT BETWEEN CLAREMONT BEHAVIORAL SERVICES, INC. AND MIF TO PROVIDE EAP SERVICES PURSUANT TO THE 1996-2000 TWU, LOCAL 250-A/CITY MOU* - To be reviewed by counsel.

(8) *APPLICATION FOR FIDUCIARY LIABILITY INSURANCE* - Update by counsel.

(9) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)

(sfr:opein 3 afl cio 142: mife)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: MAY 19, 1998
Holiday Inn Civic Center
50 Eighth St., San Francisco
Board Room - 409
3:30 p.m.

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PRESENT: **Trustees Antonio(T), Browning (T), Caldwell (T), Gourdine (T), Jung (A), Lum (A), Martin (T), Teichman (A)**

ABSENT: **Daly (T), Madden (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Danny Beagle, Coordinator**
Lilly Antonio, Staff

ALSO IN ATTENDANCE: **P.J. Johnston, Special Assistant, Dept. of Public Transportation**

(1) ***CALL TO ORDER*** - Chairman Martin called the May 19, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF APRIL 21, 1998*** - Chairman Martin asked the Board to review April 21, 1998 Minutes. After review, the Board voted to approve the Minutes of April 21, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Browning, Caldwell, Gourdine, Jung, Lum, Martin, Teichman**
Absent:	**Daly, Madden**
Motion:	**024**

(4) ***PUBLIC COMMENT*** - None.

(5) ***ITEM TO BE CONTINUED*** - None.

(6) ***REPORT ON STATUS OF CONTRACT BETWEEN THE FUND AND TWU, LOCAL 250-A AND STATUS OF SUB-CONTRACT BETWEEN LOCAL 250-A AND BEAGLE & BLEIWEISS*** - Counsel Piller reported that both contracts are still circulating for review and signature.

Speakers:	**Geoff Piller**
Action:	**None**

(7) ***REPORT ON CONTRACT BETWEEN CLAREMONT BEHAVIORAL SERVICES, INC. AND MIF TO PROVIDE EAP SERVICES PURSUANT TO THE 1996-2000 TWU, LOCAL 250-A/CITY MOU*** - Counsel Piller reported that the City Attorney has concluded that the EAP Funding provided for in the 1996-2000 TWU/City of San Francisco MOU should be paid into the Municipal Railway Improvement Fund and therefore he had prepared a contract between the Fund and Claremont. The draft contract provides for two tasks to be performed by Claremont: (1) Employee Assistance Program services and (2) clinical supervision and management of the peer counselors. Counsel Piller stated that Claremont will now begin to report to this Board at its monthly meetings.

Speakers: **Geoff Piller**
Action: **None**

(8) ***APPLICATION FOR FIDUCIARY LIABILITY INSURANCE*** - Counsel Piller reported that the Fund's application for fiduciary liability insurance is still pending.

Speakers: **Geoff Piller**
Action: **None**

(9) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** - Coordinator Beagle distributed and reviewed a report entitled "Strategic One-Year Plan for Muni/Ambassador Program" and "Report on the Fillmore-22 Line Focus Group". After review of these reports he stated that it was his intent to hold the first rider/driver meeting in early June. Mr. Beagle also presented two proposals, a proposal dated May 19, 1998 from David Binder Research proposing certain "intercept interview" for use in developing the "Friends" and "Ambassadors" programs and a proposal dated May 19, 1998 from David Ragland and June Fisher to evaluate Lines 22 and 15 for the two Programs. Chairman Martin noted that if the Board could not act on these proposals at this meeting the work was necessary before implementation of the Ambassadors Program and should proceed as soon as possible. Counsel Piller recommended that a special meeting could be convened to review and approve the proposals. Chairman Martin then announced that a special MIF meeting will be held and stated that the staff will notify Board members the date, time, and room location.

Trustee Antonio distributed and reviewed the office computer needs of the Fund and the pro rata cost to the MIF of the proposal submitted by CST to be paid out of the budget presented to the Board at the January 20, 1998 meeting.

Speakers: **Danny Beagle, Larry Martin, Geoff Piller, Ray Antonio**
Action: **None**

Adjournment: 3:35 p.m.

opeiu 3 afl cio 142(lca)
mifm519

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
Wednesday, May 27, 1998
8:30 a.m.
HOLIDAY INN CIVIC CENTER
50 Eighth Street, San Francisco
Gold Room B - 1st Floor

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8:30 a.m.

(1) CALL TO ORDER

(2) ROLL CALL

(3) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(4) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -

(a) Review of and action to approve/disapprove David Binder Research May 19,1998 proposal to perform "intercept interview" on behalf of the "Friends" and "Ambassadors" programs.

(b) Review of and action to approve/disapprove David Ragland and June Fishers' May 19, 1998 proposal for an "Evaluation Plan For Line 22 and Line 15 for Ambassadors/Friends of Muni".

(c) Report by Program Coodinator Beagle concerning the "Friends" and "Ambassadors" programs.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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(opeiu 3 afl cio 142: mifc)

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, JUNE 16, 1998
3:30 p.m.
HOLIDAY INN UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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3:30 p.m.

(1) CALL TO ORDER

(2) ROLL CALL

(3) MIF MINUTES OF MAY 19, 1998 & MAY 27, 1998 - Review May 19,1998 (Regular) and May 27, 1998 (Special) Minutes for approval.

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ITEMS TO BE CONTINUED - None.

(6) REPORT ON STATUS OF CONTRACT BETWEEN THE FUND AND TWU, LOCAL 250-A AND STATUS OF SUB-CONTRACT BETWEEN LOCAL 250-A AND BEAGLE & BLEIWEISS - To be reviewed by counsel and action as required.

(7) REPORT ON CONTRACT BETWEEN CLAREMONT BEHAVIORAL SERVICES, INC. AND MIF TO PROVIDE EAP SERVICES PURSUANT TO THE 1996-2000 TWU, LOCAL 250-A/CITY MOU - Action to approve/disapprove contract and to authorize payment for services to date.

(8) APPLICATION FOR FIDUCIARY LIABILITY INSURANCE - Update by counsel and action as required.

(9) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle concerning the "Friends" and "Ambassadors" programs and the David Binder Research "intercept interview" project and David Ragland's evaluation of lines 22 and 15. Action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

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(opeiu 3 afl cio 142: mifc)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: JUNE 16, 1998
Holiday Inn Union Square
480 Sutter St., San Francisco
Sutter I Room
3:30 p.m.

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PRESENT: **Trustees Antonio(T), Browning (T), Caldwell (T), Daly (T), Jung (A), Lum (A), Martin (T), Teichman (A)**

ABSENT: **Gourdine (T), Madden (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Danny Beagle, Coordinator**
Lilly Antonio, Staff

ALSO IN ATTENDANCE: **Robert Mason, Dept. of Public Transportation**

(1) ***CALL TO ORDER*** - Chairman Martin called the June 16, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF MAY 19, 1998 AND MAY 27, 1998*** - Chairman Martin asked the Board to review May 19, 1998 and May 27, 1998 Minutes. After review, the Board voted to approve the Minutes of May 19, 1998 and May 27, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Browning, Caldwell, Daly, Jung, Lum, Martin, Teichman**
Motion:	**025**

(4) ***PUBLIC COMMENT*** - None.

(5) ***ITEMS TO BE CONTINUED*** - None.

(6) ***REPORT ON STATUS OF CONTRACT BETWEEN THE FUND AND TWU, LOCAL 250-A AND STATUS OF SUB-CONTRACT BETWEEN LOCAL 250-A AND BEAGLE & BLEIWEISS*** - Counsel Piller reported the contract between the Fund and TWU, Local 250-A is pending approval by the appropriate City departments, but the City Attorney has concluded that the sub-contract between TWU, Local 250-A and Beagle & Bleiweiss should instead be a contract between the Fund and Beagle & Bleiweiss so he has revised the subcontract as a contract between Beagle & Bleiweiss and the Fund. The contract will expire on June 30, 1998 in compliance with the City's fiscal year. After the discussion the Board voted to approve the Beagle & Bleiweiss contract.

Speaker: **Geoff Piller**
Action: **Approved**
Ayes: **Antonio, Browning, Caldwell, Daly, Jung, Lum, Martin, Teichman**
Motion: **026**

(7) ***REPORT ON CONTRACT BETWEEN CLAREMONT BEHAVIORAL SERVICES, INC. AND MIF TO PROVIDE EAP SERVICES PURSUANT TO THE 1996-2000 TWU, LOCAL 250-A/CITY MOU*** - Mr. Piller reported that the City Attorney's office has concluded that under the 1996-2000 TWU, Local 250-A/City MOU the Employee Assistance Program should be funded through the Municipal Railway Improvement Fund. He stated that the agreement contains two parts - EAP and supervision of the peer counselors. The EAP component provides for payment of $5,000 per month, $1,500 more than the current rate because Claremont will assume new responsibilities for "Critical Incident" counseling. Mr. Tom Farris of Claremont Behavioral Services discussed the critical incident response program. After this discussion Mr. Piller reported that the contract also provides for Claremont to assume the supervision of the peer counselors at a total cost of $7,000 per month of which the Fund will only be responsible for two thirds of the cost based on the classifications of the peer counselors -- two operators and one other "safety sensitive" classification. The Board voted to approve the Claremont contract.

Speakers: **Geoff Piller, Tom Farris**
Action: **Approved**
Ayes: **Antonio, Browning, Caldwell, Daly, Jung, Lum, Martin, Teichman**
Motion: **027**

Counsel Piller noted that payment to Claremont has been held pending resolution of the funding issues discussed earlier in the meeting and the conclusion of a contract. Since the Board has now approved the contract, Counsel Piller stated that the Board could now address payment to Claremont of $3,500 a month retroactive to the last payment made by the Transport Workers Trust Fund. The Board voted to approve the payment for services rendered by Claremont retroactive to the last month paid by the Transport Workers Trust Fund. It was noted that payment for "Critical Incident" response and peer counselor supervision would not commence until these new services have been implemented.

Speakers: **Geoff Piller, Larry Martin, Tom Farris**
Action: **Approved**
Ayes: **Antonio, Browning, Caldwell, Daly, Jung, Lum, Martin, Teichman**
Motion: **028**

Mr. Farris presented a report dated June 15, 1998 for the period January 1, 1998 through June 15, 1998. Chairman Martin noted that the meeting with Claremont, Muni, and Local 250-A is scheduled for Tuesday, June 23, to review the Employee Assistance Program and supervision of the peer counselors.

(8) ***APPLICATION FOR FIDUCIARY LIABILITY INSURANCE*** - Counsel Piller discussed the fiduciary liability insurance and the fidelity bond coverage. He stated that the $1 million fiduciary policy had an annual premium of $2,277 and the $500,000 bond's premium was $615. After the discussion the Board voted to approve the fiduciary liability insurance and the fidelity bond policies at the premiums stated.

Speaker:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Antonio, Browning, Caldwell, Daly, Jung, Lum, Martin, Teichman**
Motion:	**029**

(9) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** - Coordinator Beagle presented the Municipal Improvement Fund Coordinator's Report dated June 16, 1998. He discussed the Ambassador Training Program that consisted of three units: Community Outreach, Strategies for Survival, and Internal Communications. Chairman Martin noted the importance of the development of relationship between the riders and drivers and communications with one another. After further discussion, the Board voted to approve the Ambassador Training Program as presented.

Speakers:	**Danny Beagle, Larry Martin**
Action:	**Approved**
Ayes:	**Antonio, Browning, Caldwell, Daly, Jung, Lum, Martin, Teichman**
Motion:	**030**

Coordinator Beagle reported the first Rider/Driver Meeting is scheduled for June 24, 1998. The operators and other personnel in the 22 Line will be paid to attend a training class in preparation for the Rider/Driver Meeting and but the Rider/Driver Meeting will be on an unpaid volunteer basis. The polling of riders by David Binder Research has been delayed due to inconsistency of data on the 22 Line, and the data problems have been addressed to Muni. Coordinator Beagle also noted that Muni has proposed a recognition award in the monetary amount of $1,800 to be paid by the Fund, and suggested that a sub-committee should be established to determine the recognition award process. The Board voted to approve the coordinator's report dated June 16, 1998.

Speaker:	**Danny Beagle**
Action:	**Approved**
Ayes:	**Antonio, Browning, Caldwell, Daly, Jung, Lum, Martin, Teichman**
Motion:	**031**

Adjournment: 4:30 p.m.

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, JULY 28, 1998
3:30 p.m.
HOLIDAY INN UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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3:30 p.m.

(1) ***CALL TO ORDER***

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF JUNE 16, 1998*** - Review June 16, 1998 Minutes for approval.

(4) ***PUBLIC COMMENT*** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ***ITEMS TO BE CONTINUED*** - None.

(6) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT*** - To be reviewed by counsel and action as required.

(7) ***REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND*** - To be reviewed by counsel and action as required.

(8) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle on the following items concerning the "Friends" and "Ambassadors" programs and action as required:

a) Presentation of work plan by NextBus Information Systems, LLC
b) Coordinator's Report
    1. Training update/Request for Proposal, etc. - action as required
    2. Friends of Muni update - action as required
    3. Preliminary report on public outreach, media, etc. - action as required

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)

(opeiu 3 afl cio 142: mifc)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: JULY 28, 1998
Holiday Inn Union Square
480 Sutter St., San Francisco
Sutter I Room
3:30 p.m.

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PRESENT: **Trustees Antonio(T), Browning (T), Daly (T), Gourdine (T), Jung (A), Lum (A), Martin (T)**

ABSENT: **Caldwell (T), Madden (A), Teichman (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Danny Beagle, Coordinator**
Lilly Antonio, Staff

ALSO IN ATTENDANCE: **Robert Mason, Dept. of Public Transportation**
P. J. Johnston, Dept. of Public Transportation
Tom Farris, Claremont Behavioral Services
Leon Baumgarten, NextBus Information Systems
Jim Maresca, NextBus Information Systems

(1) ***CALL TO ORDER*** - Chairman Martin called the July 28, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF JUNE 16, 1998*** - Chairman Martin asked the Board to review June 16, 1998 Minutes. After review, the Board voted to approve the Minutes of June 16, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Browning, Daly, Gourdine, Jung, Lum, Martin**
Motion:	**032**

(4) ***PUBLIC COMMENT*** - Retired Muni operator, Franklin Devore, commented on two items of concern: 1) Muni's recall of retired operators, which he stated indicates a shortage of operators and the furlough of mechanics and 2) assigning one operator to a two car LRV's is unsafe.

(5) ***ITEMS TO BE CONTINUED*** - None.

(6) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT*** - Counsel Piller reported that the addendum to the Claremont Agreement is currently at the Controller's office pending circulation to remaining signatures.

of Department of Public Transportation stated that Muni plans to hire and train four hundred and twenty (420) new operators by June 1999 and an additional twenty-one trainers. Coordinator Beagle then reviewed the Municipal Improvement Fund: 22 Fillmore Line Executive Summary prepared by David Binder Research. On a scale of 1-10, the riders gave their "overall Muni experience" a rating of 6.0. Coordinator Beagle reported the next rider survey will be conducted on the 15 Line. He also reported that there are fifteen operators from the Potrero Division who have volunteered to meet with the public and arrangements will be made to train these operators in preparation for the "Rider/Driver" meetings. Coordinator Beagle also reviewed the draft of the Rider Outreach Plan. The Board then voted to approve the coordinator's report dated July 28, 1998.

Speakers:	**Danny Beagle, P. J. Johnston**
Action:	**Approved**
Ayes:	**Antonio, Browning, Daly, Gourdine, Jung, Lum, Martin**
Motion:	**034**

Mr. Leon Baumgarten and Mr. Jim Maresca of NextBus Information Systems distributed the Statement of Work for NextBus Information Systems, LLC for Tasks Related to the 22 Fillmore Ambassador Project dated July 28, 1998. They explained the types services NextBus can provide to improve bus services and stated that they have offered Muni a 90 day demonstration period to use their services without obligation of purchase at the end of the 90 day period. After discussion, Messrs. Baumgarten and Maresca were thanked for their presentation and Mr. Beagle was asked to review the use of NextBus services for the "Ambassador" lines.

Adjournment: 4:40 p.m.

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mifm728

Mr. Tom Farris of Claremont Behavioral Services presented "Municipal Railway Improvement Fund EAP Report" dated July 28, 1998 and a "Peer Assistance Program Update" dated July 27, 1998. He reported that at a July 7, 1998 meeting with Claremont and representatives from various unions a decision was made to create an Oversight Committee which will facilitate all matters relating to the Peer Assistance Program. The Oversight Committee will consists of union representatives and Claremont will report directly to that committee. Mr. Farris reported that Claremont has interviewed candidates for Peer Counselors' Supervisor and recommended a candidate for that position pending interview by Messrs. Martin and Antonio on July 30, 1998. Mr. Farris reported the job description for the Peer Counselor position is being completed. Claremont intends to interview all the candidates and make recommendations to the Oversight Committee for final selection. There are three vacancies for Peer Counselors to be filled for a two years term.

Mr. Farris noted that the addendum to the Fund's Claremont Agreement provides that two-thirds of the cost of the Peer Counselors' Supervision will be paid by the Fund and the remaining payment of one-third is still pending. Trustee Antonio noted that Muni has designated a representative, Ms. Tanya Meyers of Muni Labor Relations, to coordinate Muni's involvement in this process, including the conclusion of an Agreement to cover "safety sensitive" employees other than operators. Mr. Farris reported that the Peer Counselors Program will continue to function at the same location in the interim until a more suitable facility is found. Mr. Farris also reported that Claremont has received payment for the EAP services for the period of July 31, 1997 through June 30, 1998. After the discussion, the Board voted to approve the Claremont report.

Speaker:	**Geoff Piller, Tom Farris, Ray Antonio**
Action:	**Approved**
Ayes:	**Antonio, Browning, Daly, Gourdine, Jung, Lum, Martin**
Motion:	**033**

(7) ***REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND*** - Counsel Piller reported the contract between TWU, Local 250-A and Municipal Railway Improvement Fund is still pending.

Speakers:	**Geoff Piller**
Action:	**None**

(8) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** - Coordinator Beagle presented a Fund Coordinator's Report dated July 28, 1998. He reported that the training packets have been sent to eighteen interested trainers and the deadline to submit their proposal is July 31, 1998. A meeting was held on July 6, 1998 with the Ambassador program staff, Muni and Local 250-A leadership to discuss the ways to maintain the status of the 22-Fillmore line as a priority Ambassador line. Mr. P.J. Johnston

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, AUGUST 18, 1998
3:30 p.m.
CROWN PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF JULY 28, 1998* - Review July 28, 1998 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT* - To be reviewed by counsel and action as required.

(7) *REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.* - Action as required.

(8) *REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND* – Counsel to present and review request for authorization of joint representation of Trust Fund and TWU, Local 250-A and action as required.

(9) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle concerning the "Friends" and "Ambassadors" programs.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)

(opeiu 3 afl cio 142: mife)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: August 18, 1998
Crowne Plaza Union Square
480 Sutter St., San Francisco
Sutter I Room
3:30 p.m.

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PRESENT: **Trustees Antonio(T), Browning (T), Caldwell (T), Gourdine (T), Jung (A), Lum (A), Martin (T), Teichman (A)**

ABSENT: **Daly (T), Madden (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Danny Beagle, Coordinator Lilly Antonio, Staff**

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Services**

(1) ***CALL TO ORDER*** - Chairman Martin called the August 18, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF JULY 28, 1998*** - Chairman Martin asked the Board to review July 28, 1998 Minutes. After review, the Board voted to approve the Minutes of July 28, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Browning, Caldwell, Gourdine, Jung, Lum, Martin, Teichman**
Motion:	**035**

(4) ***PUBLIC COMMENT*** – None.

(5) ***ITEMS TO BE CONTINUED*** - None.

(6) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT*** - Counsel Piller reported that the City Attorney's office has asked to review the appendix to the Claremont Agreement and that review is pending.

(7) ***REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC*** - Mr. Tom Farris of Claremont Behavioral Services presented a "Peer Assistance Program Update" dated August 17, 1998. He reported Claremont has offered the Peer Counselors' Supervisor position to Mr. Edward Reed, who was interviewed by Mr. Antonio, and he will be reporting to Claremont on August 24, 1998. Mr. Farris reported that Muni personnel elected to add a Muni management representative to the Peer Assistance Program Oversight Committee and it is expected that the representative will be Ms. Tanya Meyers.

Mr. Farris also reported that the Peer Assistance Program has been moved to a significantly smaller office and there is inadequate space for three Peer Counselors, a supervisor and support staff. Mr. Antonio stated that he is working on a short term solution until a more suitable facility is found. Mr. Farris reported that the job description for the Peer Counselor position will be posted in the next few days and that Claremont will then screen the applicants and select finalists who will be interviewed by the Oversight Committee in the next few weeks. Mr. Antonio stated that the job description has been approved by the Oversight Committee and Labor Management Committee. The job description will be posted at all Muni Divisions and offices and the Municipal Railway Improvement Fund office.

Mr. Farris presented a report entitled "Municipal Railway Improvement Fund EAP Report" for the period January 1, 1998 to August 16, 1998. After review of the Claremont report Chairman Martin stated Muni has published a report concerning its drug and alcohol testing experience. He noted that a copy of the Muni report will be forwarded to all the trustees and attendees. After the discussion, the Board voted to approve the Claremont report.

Speaker:	**Tom Farris, Ray Antonio, Larry Martin**
Action:	**Approved**
Ayes:	**Antonio, Browning, Caldwell, Gourdine, Jung, Lum, Martin, Teichman**
Motion:	**036**

(8) ***REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND*** – Counsel Piller reported that circulation of the contract for signature was delayed pending the issuance of the business license certificate for TWU, Local 250-A, which the Local has now obtained. Counsel Piller presented and discussed "Agreement to Common Representation between the Municipal Railway Improvement Fund and TWU, Local 250A." After review the Board voted to approve the agreement, and it was then signed by Chairman Martin, Vice-Chairman Browning and Mr. Antonio on behalf of Local 250A.

Speakers: **Geoff Piller**
Action: **Approved**
Ayes: **Browning, Gourdine, Martin, Teichman**
Abstained: **Antonio, Caldwell, Jung, Lum**
Motion: **037**

(9) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** - Coordinator Beagle presented a Fund Coordinator's Report dated August 18, 1998. He reported that on August 10, 1998 the training staff committee interviewed four trainers and selected two finalists, StirFry and Audra Knight and Associates. He also noted that he has circulated the RFP to the trainers on the Human Rights Commission's list of vendors, and the final set of interviews will be conducted on September 9, 1998. Coordinator Beagle will make a recommendation of the trainers to the Board at the next meeting. The first Rider/Driver Meeting is schedule for August 27, 1998 and six operators from the 22 Line have volunteered to participate in that meeting. "We're All Riding The Same Bus" flyers on the Rider/Driver Meeting were given to the Potrero Division for distribution to the riders on the 22 Line. Coordinator Beagle reported that the David Ragland group will be interviewing operators on the 22 Line this week and the David Binder Research group is schedule to interview riders on the 15 Line. The MIF program budget will be submitted to the Executive Staff Committee for review in time for action at the next MIF meeting. Coordinator Beagle have requested a line performance review on the 15 Line with Muni management and this meeting will be held in the first week of September. Coordinator Beagle distributed and explained the scheduling report, "Muni Missed Service Hours for Line 22 for period January 1, 1998 to July 31, 1998." After reviewing the report the Board voted to approve the coordinator's report dated August 18, 1998.

Speakers: **Danny Beagle**
Action: **Approved**
Ayes: **Antonio, Browning, Caldwell, Gourdine, Jung, Lum, Martin, Teichman**
Motion: **038**

Adjournment: 4:30 p.m.

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mifm818

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, SEPTEMBER 15, 1998
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter III Room - Mezzanine

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3:30 p.m.

(1) CALL TO ORDER

(2) ROLL CALL

(3) MIF MINUTES OF AUGUST 18, 1998 - Review August 18, 1998 Minutes for approval.

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ITEMS TO BE CONTINUED - None.

(6) REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT - To be reviewed by counsel and action as required.

(7) REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC. - Action as required.

(8) REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND - To be reviewed by counsel and action as required.

(9) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS – Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle on the following items concerning the "Friends" and "Ambassadors" programs and action as required:

a) Update on training program
b) Report on Polling on 15 Line. Request for additional funding by David Binder Research Group – action as required.
c) Report on rider/driver meeting(s) – action as required.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

ACCESSIBLE MEETING POLICY - **Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - **(Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)**

(opein 3 afl cio 142: mife)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: September 15, 1998
Crowne Plaza Union Square
480 Sutter St., San Francisco
Sutter III Room
3:30 p.m.

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PRESENT: **Trustees Antonio(T), Caldwell (T), Daly (T), Gourdine (T), Jung (A), Lum (A), Martin (T), Teichman (A)**

ABSENT: **Browning (T), Madden (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney, Danny Beagle, Coordinator**
Lilly Antonio, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Services**
Ed Reed, Claremont Behavioral Services

(1) ***CALL TO ORDER*** – Chairman Martin called the September 15, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF AUGUST 18, 1998*** – Chairman Martin asked the Board to review August 18, 1998 Minutes. After review, the Board voted to approve the Minutes of August 18, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Caldwell, Daly, Gourdine, Jung, Lum, Martin, Teichman**
Motion:	**039**

(4) ***PUBLIC COMMENT*** – None.

(5) ***ITEMS TO BE CONTINUED*** – None.

(6) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT*** – Counsel Piller reported that the approval of the Claremont Agreement has been calendared for the Civil Service Commission meeting of September 21, 1998.

(7) ***REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC*** – Mr. Tom Farris presented the reports entitled "Municipal Railway Improvement Fund EAP Report" for the period January 1, 1998 to September 13, 1998 and Peer Assistance Program Update dated September 14, 1998. Mr. Farris then introduced Mr. Ed Reed as the supervisor of the Peer Counselors. Mr. Farris reported that because the funding for the peer counselor supervision for classification other than operators has not been resolved, Mr. Reed is currently working only 13.2 hours a week, which is two thirds of the original agreement of twenty hours a week. Chairman Martin stated that Mr. Antonio and he will meet with Muni labor relations manager Tanya Meyers to discuss any outstanding EAP issues including the one third funding issue. Mr. Antonio reported he had provided Muni with a cost estimate of $23,500 on the new facility for the EAP, and Muni is currently reviewing the funding for this new facility. Mr. Farris stated that the current office space for the Peer Assistance Program is inadequate and Mr. Antonio has made request to Ms. Meyers to move the Peer Assistance Program back into its previous office space that is currently vacant. Mr. Farris also stated that a decision was made to allow the secretary who has been assigned by the City to the Peer Counselors' program to continue to support the Peer Assistance Program on a temporary basis.

Mr. Farris reported that the Peer Counselor position was posted and there were twenty-one (21) resumes submitted. In addition, Claremont had nineteen (19) resumes from employees who previously applied for the position and these candidates will also being considered for the current openings. Messrs. Reed and Farris will jointly interview the candidates in the next two weeks and the finalists will be interviewed and approved by the labor-management Oversight Committee. Also, Mr. Farris reported that Ms. Meyers has assumed the responsibility of supervision of the Peer Assistance Program. After the discussion, the Board voted to accept the Claremont Municipal Railway Improvement Fund EAP Report dated September 14, 1998.

Speaker:	**Tom Farris**
Action:	**Approved**
Ayes:	**Antonio, Caldwell, Daly, Gourdine, Jung, Lum, Martin, Teichman**
Motion:	**040**

(8) ***REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND*** – Counsel Piller reported that the contract is still pending approval and review by the City Attorney office.

Speaker:	**Geoff Piller**
Action:	**None**

(9) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** – Coordinator Beagle presented a Fund Coordinator's Report dated September 15, 1998. He reported the training staff committee interviewed four trainers on August 10, 1998 and there were no other applicants from the City's Human Rights Commission's list of vendors. The trainers recommended by the committee, subject to the Board's approval, are StirFry and Audra Knight and Associates. Coordinator Beagle proposed that a special meeting be scheduled to hire the two trainers. Coordinator Beagle reported that the MIF program budget is still in draft form because of the determination of the trainer's fee, the cost of the training and David Binder's fees. He stated that David Binder has requested an increase in fees because the riders' questionnaire has gotten longer and because it is difficult to find riders willing to be interviewed. Coordinator Beagle then presented a draft MIF Training Program Budget for July 1, 1998 through June 30, 1999. The cost of the training budget is calculated in overtime pay and regular pay. He noted that the option for operators to take compensation time was discussed but according to Muni's policy the pay in compensation time would be the same as overtime pay. Coordinator Beagle reported the first rider/driver meeting on the 22 Line held on August 27, 1998 was a success and it helped prepare the operators for future meetings. He anticipated to hold additional meetings in the Potrero Hill area in the first week of October and to begin the same process on the 15 Line. Coordinator Beagle reported that the 15 Line performance review with Muni management was held on August 28, 1998 to identify the problem areas and to discuss ways to resolve them. Coordinator Beagle also gave an updated report on the evaluation plan conducted by David Ragland group. Because of the length of the operator's survey and the need to interview all the operators on the 22 Line, the trustees suggested that the operator's interview be conducted after their work hours or be scheduled with the operators. After the discussion the Board voted to accept the coordinator's report dated September 15, 1998.

Speakers:	**Danny Beagle, Larry Martin**
Action:	**Approved**
Ayes:	**Antonio, Caldwell, Daly, Gourdine, Jung, Lum, Martin, Teichman**
Motion:	**041**

Adjournment: 4:30 p.m.

opeiu 3 afl cio 142(lca)
mifm915

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, OCTOBER 20, 1998
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF SEPTEMBER 15, 1998* - Review September 15, 1998 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT* - To be reviewed by counsel and action as required.

(7) *REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.* - Action as required.

(8) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* – Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle on the following items concerning the "Friends" and "Ambassadors" programs and action as required:

a) Adopt training implementation plan – action as required.
b) Approve hiring of trainers, StirFry and Audra Knight & Associates – action as required.
c) Adopt training budget – action as required.
d) Review David Binder's report. Approve request for additional funding by David Binder Research Group – action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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(opein 3 afl cio 142: mlfc)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: October 20, 1998
Crowne Plaza Union Square
480 Sutter St., San Francisco
Sutter I Room
3:30 p.m.

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PRESENT: **Trustees Caldwell (T), Gourdine (T), Jung (A) Madden (A), Martin (T), Teichman (A)**

ABSENT: **Antonio (T), Browning (T), Daly (T), Lum (A)**

STAFF IN ATTENDANCE: **Danny Beagle, Coordinator**
Lilly Antonio, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Services**
Ed Reed, Claremont Behavioral Services
Audra Knight, Knight & Associates
Audrey Knight, Knight & Associates
Laura Gieben, StirFry Seminar & Consulting

(1) ***CALL TO ORDER*** – Chairman Martin called the October 20, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF SEPTEMBER 15, 1998*** – Chairman Martin asked the Board to review September 15, 1998 Minutes. After review, a motion was made, seconded, and carried to approve the Minutes of September 15, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Caldwell, Gourdine, Jung Madden, Martin, Teichman**
Motion:	**042**

(4) ***PUBLIC COMMENT*** – None.

(5) ***ITEMS TO BE CONTINUED*** – None.

(6) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT*** – In the absence of Counsel Piller, Chairman Martin reported that there are issues still concerning in the Claremont contract which are expected to be resolved in the next few weeks.

(7) ***REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC*** – Mr. Tom Farris presented reports entitled "Municipal Railway Improvement Fund EAP Report" for the period January 1, 1998 to October 19, 1998 and "Peer Assistance Program Update" dated October 19, 1998. Mr. Farris reported that a meeting was held on September 29, 1998 with Muni management to discuss transitional issues and that as a result of the meeting a decision was made to allow the Peer Assistants to utilize a conference room near the Peer Counselor Program office in the interim until the new facility becomes available. He stated that Muni labor relations manager Tanya Meyers is still reviewing the status of the one third funding for the Peer Counselor Program attributable to "safety sensitive" employees other than operators, and because there was a commitment from Muni management to resolve this issue Claremont decided to commit Mr. Reed to the full twenty hours per week on site commitment contemplated when the program is fully funded.

Mr. Farris reported that he and Mr. Reed had reviewed forty (40) resumes and interviewed seventeen (17) candidates for the Peer Counselor positions. The Peer Counselor Oversight Committee is scheduled to meet on October 30, 1998 to interview the finalists and make the selection for the Peer Counselor positions. By November, 1998 the new Peer Counselors will be on board. Mr. Farris reported that the funding for supplies, equipment and training for the new Peer Counselors is still outstanding. Chairman Martin requested that Messrs. Reed and Farris prepare a budget listing the cost of supplies, training and other necessary items and submit the plan to the Board for review. Chairman Martin stated that Muni management is aware of operational needs and is working to resolve them. He also stated that Ms. Meyers plans to attend future Municipal Railway Improvement Fund meetings. After this discussion, a motion was made, seconded and carried to accept the Claremont Municipal Railway Improvement Fund EAP Report dated October 19, 1998 and Peer Assistance Program Update dated October 19, 1998.

Speaker:	**Tom Farris, Ed Reed**
Action:	**Approved**
Ayes:	**Caldwell, Gourdine, Jung**
	Madden, Martin, Teichman
Motion:	**043**

(8) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** – Coordinator Beagle presented a report entitled "San Francisco Municipal Railway Improvement Fund Training Implementation Plan" dated October, 1998. He reviewed on the selection process for the "Muni Ambassadors" trainers and described the Training Implementation Plan: Phase I will be a demonstration project involving the 15 and 22 Lines. The purpose of this first phase of training is to allow further refinement of the needs assessment, and development of a customized curriculum for the remaining ten Ambassador lines and for the entire Muni system as a whole. Phase II is intended to cover the ten other Ambassador lines and Phase III is intended to cover all the other Muni lines. "Train the trainers" will involve Muni's Training Department in Phase I for observation and Phase II for training. Coordinator Beagle proposed the training program to start in January 4, 1999 and recommended that the Board hire two trainers - Knights & Associates Inc., and StirFry Seminars & Consulting – out of the responses received to the Fund's RFP.

Coordinator Beagle asked Audra Knight of Knight & Associates Inc., to explain its portion of the proposed training program -- the Management of Stress Training Plan. Mr. Knight explained that the stress management training is tentatively proposed as twelve hours of instruction on stress, stress awareness, tools to handle stress, and development of a stress management action plan. Coordinator Beagle then asked Laura Gieben of StirFry Seminars and Consulting, to explain its proposed training curriculum. Ms. Gieben explained that StirFry would perform six days of training covering communication, diversity, conflict management, public interface and presentation skills. Chairman Martin reported that Knight and StirFry are working on a training budget and schedule to be presented to Muni management for approval prior to submission to the Board. After further discussion, a motion was made, seconded and carried to adopt a resolution to be drafted by counsel to engage Knight & Associates and StirFry Seminars and Consulting for purposes of development of a detailed plan and budget for the three phase training program described by Messrs. Beagle and Knight and Ms. Gieben. The total cost of this plan is not to exceed $10,000 to be apportioned between Knight & Associates and StirFry and is to be presented at the Board's November meeting.

Speakers: **Danny Beagle, Audra Knight, Laura Gieben, Larry Martin**
Action: **Approved**
Ayes: **Caldwell, Gourdine, Jung**
Madden, Martin, Teichman
Motion: **044**

Coordinator Beagle requested that a request submitted by David Binder for additional funding be calendared at the next Board meeting. Coordinator Beagle reported that two Rider/Driver meetings are scheduled for October 20, 1998 and October 27, 1998 for the 22 and 15 Line respectively. Chairman Martin noted that the Friends of Muni Program has not yet started and the program will begin with the pilot lines. He requested that Counsel Piller be asked to research in copyrighting "Friends of Muni" to prohibit other organizations from using the term "Friends of Muni".

Speaker: **Danny Beagle, Larry Martin**
Action: **None**

Adjournment: 5:00 p.m.

opeiu 3 afl cio 142(lca)
mifm1020

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: November 17, 1998
Crowne Plaza Union Square
480 Sutter St., San Francisco
Sutter I Room
3:30 p.m.

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PRESENT: **Trustees Antonio (T), Daly (T), Gourdine (T), Jung (A) Lum (A), Madden (A), Martin (T)**

ABSENT: **Browning (T), Caldwell (T), Teichman (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Lilly Antonio, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Services**
Ted Mapes, Transport Workers Union Local 100
Audra Knight, Knight & Associates
Laura Gieben, StirFry Seminar & Consulting

(1) ***CALL TO ORDER*** – Chairman Martin called the November 17, 1998 Municipal Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF OCTOBER 20, 1998*** – Chairman Martin asked the Board to review October 20, 1998 Minutes. After review, a motion was made, seconded, and carried to approve the Minutes of October 20, 1998.

Speakers:	**None**
Action:	**Approved**
Ayes:	**Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion:	**045**

(4) ***PUBLIC COMMENT*** – None.

(5) ***ITEMS TO BE CONTINUED*** – None.

(6) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT AND PAYMENT OF SERVICES RENDERED TO DATE*** – Counsel Piller reported that after the Claremont contract has been approved by the Civil Service Commission it was sent to the remaining City departments which are required to sign off on Fund agreements. He also reported that the Claremont invoices submitted to the Fund are contained in the meeting materials and will be submitted to the controller for payment if

(6) approved today. He also noted that the invoices now contain the charges for Claremont's supervision of the Peer Counselors. After further discussion, a motion was made, seconded and carried to approve payment to Claremont for services rendered from July 1998 through November 1998.

Speaker:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion:	**046**

(7) ***REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC*** – Mr. Tom Farris presented reports entitled "Municipal Railway Improvement Fund EAP Report" for the period January 1, 1998 to November 16, 1998 and "Peer Assistance Program Update" dated November 16, 1998. Mr. Farris reported that the Peer Assistance Oversight Committee interviewed eight candidates and selected three individuals for the Peer Counselors positions on October 30, 1998. The start date for the new Peer Counselors was on November 16, 1998.

Mr. Farris reported Ed Reed, Peer Assistant Supervisor, had submitted a budget outlining projected administrative costs and training for the new Peer Counselors and the budget is being review by the Mayor's office. Mr. Farris also reported Ted Mapes of the New York Transit Authority and TWU Local 100's Union Assistance Program is visiting to lend assistance to the Peer Assistance Program. Messrs. Farris and Reed are currently reviewing and revising the Standard Operating Procedures created by Tamara Cagney for the Peer Assistance Program. Mr. Farris reported that Claremont has not received any payment for the one-third share attributable to "safety sensitive" employees other than operators from Muni. Chairman Martin stated that he anticipates that the bargaining parties will take up this issue in the next few weeks.

Chairman Martin noted that the three new Peer Counselors, Thomas Warren, Deborah Woodley, and Lee Butler will be introduced to the Board at one of its next meetings. Chairman Martin then introduced Ted Mapes, Clinical Director of the Transport Workers Union Local 100 Union Assistance Program, and asked him to explain their Union Assistance Program. Mr. Mapes then described the Union Assistance Program and its use of peer counselors. He offered his assistance to Claremont and TWU Local 250-A to make the Peer Assistance Program a success. After this discussion, a motion was made, seconded and carried to accept the Claremont Municipal Railway Improvement Fund EAP Report dated October 19, 1998 and Peer Assistance Program Update dated October 19, 1998.

Speakers:	**Tom Farris, Larry Martin, Ted Mapes**
Action:	**Approved**
Ayes:	**Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion:	**047**

(8) ***REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT AND PAYMENT OF SERVICES RENDERED TO DATE*** – Counsel Piller reported that the Beagle & Bleiweiss contract approved by the Board is still pending by the City. He noted that because the term of the contract was established to coincide with the end of the City's 1998 fiscal year it should be amended to conform to the 1997-1998 and 1998-1999 fiscal years. He stated that the meeting materials contain such an amendment. Counsel Piller also advised that all future invoices from Beagle & Bleiweiss be submitted to the Board for approval until the contract is fully executed by all appropriate City departments. After review, a motion was made, seconded and carried to approve the Amendment to the Beagle & Bleiweiss contract extending it to June 30, 1999.

Speaker:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion:	**048**

After review of the Beagle & Bleiweiss invoices for the months of July 1998 – October 1998, a motion was made, seconded and carried to approve payment to Beagle & Bleiweiss for services rendered from July 1998 through October 1998.

Speaker:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion:	**049**

(9) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** – Coordinator Beagle presented reports entitled "Municipal Improvement Fund Coordinator's Report" dated November 17, 1998 and "San Francisco Municipal Railway Improvement Fund Training Implementation Plan" dated November 1998. He discussed the Phase I of the Training Implementation Plan to cover all personnel on the 15 and 22 Lines as well as designated management and supervisory personnel. Coordinator Beagle also distributed Phase I proposals prepared separately by Knight & Associates and StirFry Seminars & Consulting. He reported he had met with Emilio Cruz, Director of Public Transportation, and his management staff and they have agreed to begin implementation of the "Ambassadors" program training on January 25, 1999 after the general sign-up takes effect. He stated that Phase I training is intended to be completed by end of February. The Board directed Coordinator Beagle to conclude with Muni a detailed training implementation plan which specifically addresses operational issues in anticipation of the operators' training schedule such as back filling for operators and maintenance attending the training. Trustee Gourdine noted the importance of designing the training program for the operator population and Trustee Madden requested that the trainers provide their training program materials to the trustees for review. Chairman Martin noted that the trainers would ride the buses and get feedback from the operators to tailor the training program to operators' needs and experience. Trustee Madden noted that a rough approximation of the Fund's current total assets is $425,000 excluding the budget of $189,000 for Phase I training proposed I the Beagle report and the Knight and StirFry proposals. He asked what costs were projected for

the Phase II and III training. Coordinator Beagle added that Phase II and III expenses would be substantially higher due to the number of training sessions required to cover all operators. Chairman Martin noted that the funding for the Phase II and III training will be discussed in negotiations in the near future. After discussion, the Board concluded that although the funding for Phases II and III is yet to be resolved it would be appropriate to review and tentatively approve Phases II and III contingent upon funding and upon the Fund's authority to remove any trainer or training contractor who does not meet the Fund's needs in the Phase I process. Counsel Piller then suggested that Coordinator Beagle, StirFry and Knight & Associates supplement their Phase I proposals with Phase II and III proposals for review by the Board at its next meeting. Counsel Piller reviewed the discussion on the Phase I proposals and noted that at its October 20, 1998 meeting the Board authorized payment of an aggregate amount of $10,000 to Knight and StirFry for submission of their training proposals subject to conclusion of a written resolution on this subject. He stated that the Resolution was in the meeting materials. After discussion, a motion was made, seconded and carried to adopt the Resolution approved at the October 20, 1998 meeting authorizing submission of the Ambassador Program training proposals by StirFry and Knight & Associates at the cost not to exceed $10,000.

Speakers: **Danny Beagle, Laura Gieben, Andrea Gourdine, Audra Knight John Madden, Larry Martin, Geoff Piller**
Action: **Approved**
Ayes: **Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion: **050**

Chairman Martin advised that the Board should review and adopt the entire training implementation plan including Phases II and III prior to January 1999 because Phases II and III are part of the training process which starts with Phase I. Coordinator Beagle and the trainers, StirFry and Knight & Associates were asked to supplement their Phase I proposals with Phase II and III proposals for review by the Board at its next meeting. After further discussion, a motion was made, seconded and carried to approve the Ambassador Program Phase I training proposal submitted by StirFry and Knight & Associates, subject to conclusion of a detailed written description approved by Muni Director Cruz which describes the integration of the "Ambassador" training and Muni operations.

Speakers: **Danny Beagle, Laura Gieben, Audra Knight, Larry Martin**
Action: **Approved**
Ayes: **Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion: **051**

Coordinator Beagle reviewed David Binder Research's report entitled "Muni Improvement Fund Summary of Findings for the 15 Third Street Line" dated October 1998 which showed that the riders' overall services rating on the 15 Line is satisfactory. Coordinator Beagle also reported that David Binder has asked to renegotiate their contract because of the need to expand the questionnaire and the difficulties encountered in finding riders willing to be interviewed. He requested that this issue be tabled until the next meeting. Coordinator Beagle reported on the rider/driver meeting for the 22 Line on October 20, 1998 was

unsuccessful, only the operators were there. He proposed another rider/driver meeting for the 22 Line to be held in the Marina District in the near future. At the rider/driver meeting for the 15 Line on October 27, 1998 the riders expressed their satisfaction with the operators but would like the meeting conducted in a larger scale. The riders have offered to pass out the flyers. Therefore Coordinator Beagle has scheduled a second rider/driver meeting for the 15 Line for December 5, 1998 at the Bayview Opera House and will invite Muni management to the meeting. After further discussion, a motion was made, seconded and carried to accept the "Municipal Improvement Fund Coordinator's Report" dated November 17, 1998.

Speaker:	**Danny Beagle**
Action:	**Approved**
Ayes:	**Antonio, Daly, Gourdine, Jung Lum, Madden, Martin**
Motion:	**052**

Prior to adjournment Chairman Martin stated that a December 1998 meeting will be necessary to review the Phase II and Iii Ambassadors training proposals and to amend the Fund's Local 250-A contract to conform to the 1998-1999 fiscal year.

Adjournment: 5:03 p.m.

opeiu 3 afl cio 142(lca)
mifm1117

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, DECEMBER 8, 1998
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
City Suite Room - Mezzanine

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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF NOVEMBER 17, 1998* - Review November 17, 1998 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND* - To be reviewed by counsel and action as required.

(7) *REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT* – To be reviewed by counsel and action as required.

(8) *REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT* - To be reviewed by counsel and action as required.

(9) *REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.* – Action as required.

(10) *APPLICATION FOR RENEWAL OF FIDUCIARY LIABILITY INSURANCE* - To be reviewed by counsel.

(11) *TRADEMARK OF "FRIENDS OF MUNI" REPORT BY COUNSEL* – Action as required.

(12) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* – Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle on the following items concerning the "Friends" and "Ambassadors" programs and action as required:

a) Follow up on Phase I training plan – action as required.
b) Ambassador Program Phase II and III training proposal and budget submitted by Knight & Associates and StirFry – action as required.
c) Report concerning Knight & Associates and StirFry contracts – action as required.
d) Approve request for additional funding by David Binder Research Group – action as required.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

ACCESSIBLE MEETING POLICY - **Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - **(Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)**

(opcin 3 all cio 142: mlfc)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: December 8, 1998
Crowne Plaza Union Square
480 Sutter St., San Francisco
Russian Room
3:30 p.m.

PRESENT: **Trustees Browning (T), Caldwell (T), Daly (T), Gourdine (T), Jung (A) Lum (A), Madden (A), Teichman (A)**

ABSENT: **Antonio (T), Martin (T)**

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STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Lilly Antonio, Staff

ALSO IN ATTENDANCE: **Audra Knight, Knight & Associates**
Audrey Knight, Knight & Associates
Laura Gieben, StirFry Seminar & Consulting
Lee Man Wah, StirFry Seminar & Consulting

(1) *CALL TO ORDER* – Vice Chairman Browning called the December 8, 1998 Municipal Improvement Fund meeting to order.

(2) *ROLL CALL*

(3) *MIF MINUTES OF NOVEMBER 17, 1998* – Chairman Browning asked the Board to review November 17, 1998 Minutes. After review, a motion was made, seconded, and carried to approve the Minutes of November 17, 1998.

Speakers: **None**
Action: **Approved**
Ayes: **Browning, Daly, Gourdine, Jung Lum, Madden, Teichman**
Motion: 053

(4) *PUBLIC COMMENT* – None.

(5) *ITEMS TO BE CONTINUED* – None.

(6) *REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICPAL RAILWAY IMPROVEMENT FUND* – Counsel Piller reported that the contract for administrative services between the Fund and TWU Local 250-A approved by the Board this year had a duration of two months to coincide with the end of the City's 1997 – 1998 fiscal year. He presented an amendment to the contract extending the term through the 1998-1999 fiscal year for approval and signature. A motion was made, seconded and carried to approve the Amendment to the TWU 250-A contract extending it to June 30, 1999.

Speaker: **Geoff Piller**
Action: **Approved**
Ayes: **Browning, Caldwell, Daly, Gourdine, Jung Lum, Madden, Teichman**
Absentees: **Caldwell, Jung, Lum**
Motion: 054

(7) *REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT* – Counsel Piller reported that the amendment to Beagle & Bleiweiss contract approved by the Board in it's last meeting extending the contract from May 31, 1998 to June 30, 1999. Must be executed in triplicate in compliance to the City requirements and he distributed additional originals of the amendments for signature. No further action is required.

Speaker: **Geoff Piller**
Action: **none**

(8) *REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT AND PAYMENT OF SERVICES RENDERED TO DATE* – Counsel Piller reported that the Claremont contract approved by the Board at a prior meeting must also be executed in triplicate in compliance to the City requirements and he distributed additional originals of the amendments for signature. No further action is required.

Speaker: **Geoff Piller**
Action: **None**

(9) *REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC* – In the absence of Mr. Tom Farris of Claremont Behavioral Services, Inc., Vice Chairman Browning asked the Board to review the Claremont Municipal Railway Improvement Fund EAP Report dated December 8, 1998 and Peer Assistance Program Update dated December 8, 1998 that was prepared by Mr. Farris. After review of the report, a motion was made, seconded and carried to accept the Claremont Municipal Railway Improvement Fund EAP Report dated December 8, 1998 and Peer Assistance Program Update dated December 8, 1998.

Speakers: **Al Browning, Geoff Piller**
Action: **Approved**
Ayes: **Browning, Caldwell, Daly, Gourdine, Jung Lum, Madden, Teichman**
Motion: 055

(10) *APPLICATION FOR RENEWAL OF FIDUCIARY LIABILITY INSURANCE* – Counsel Piller reported that the Funds fiduciary liability insurance policy is up for renewal as of December 31. Because the insurance carrier has not yet issued its renewal premium. Counsel recommended that the Board approve the renewal not to exceed $6,000. A motion was made, seconded, and carried to approve a renewal premium not to exceed $6.000.

Speakers: **Geoff Piller, Al Browning**
Action: **Approved**
Ayes: Browning, Daly, Gourdine, Madden, Teichman
Motion: 056

(11) *TRADEMARK OF "FRIENDS OF MUNI" REPORT BY COUNSEL* – Counsel Piller noted that in the October Counsel was asked to review the trademark of "Friends of Muni" to prevent other organizations from using the term. Counsel Piller reported that in order to secure the trademark it would require filing fees of $70.00 with the State of California and $245.00 with the Federal government. After the discussion, a motion was made, seconded, and carried to approve the two filing fees and to authorize counsel to file the applications for the trademark of "Friends of Muni".

Speakers:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Browning, Caldwell, Daly, Gourdine, Jung Lum, Madden, Teichman**
Motion:	057

(12) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* – Counsel Piller reviewed the discussion at the Board's November 17, 1998 meeting in which the Board authorized the expenditure of $10,000 to the Knight & Associates and StirFry Seminars and Consulting for their submission of their training proposals and approved the Phase I training as proposed subject to conclusion of a written description approved by Muni management of the integration of the training and Muni operations. Coordinator Beagle presented to the Board a Memorandum of Understanding, that is signed by Emilio Cruz, Director, Public Transportation Department and Ray J. Antonio, President, TWU Local 250-A dated December 7, 1998. Coordinator Beagle emphasized that according to the Memorandum of Understanding, Muni will be responsible for filling in operators or other personnel that are in training. After further discussion, a motion was made; seconded, and carried to accept the "Memorandum of Understanding" dated December 7, 1998.

Speakers:	**Danny Beagle, Geoff Piller**
Action:	**Approved**
Ayes:	**Browning, Caldwell, Daly, Gourdine, Jung Lum, Madden, Martin, Teichman**
Motion:	058

Counsel Piller noted that at the November 17 meeting the Board had requested Knight and StirFry to prepare Phases II and III training proposals for review at this meeting. Coordinator Beagle presented reports entitled "San Francisco Municipal Railway Improvement Fund Final Training Implementation Plan" dated December, 1998 and "Ambassador Program Training Budgets" dated December 8, 1998. Coordinator Beagle then asked Laura Gieben and Lee Man Wah of StirFry Seminars & Consulting and Audra Knight of Knight & Associates to present their Phase II and III training proposals. Counsel Piller noted that in its previous direction or Phases II and III of the Ambassadors training, the Board emphasized the importance of designing Phases II and III to incorporate changes in the materials and format arising out of Phase I's implementation

with the understanding that it will be subject to changes. Chairman Martin noted that the intent of the submission the Phase II and III training proposals at this time is to allow the Board to review the training program in its entirely subject to modification at the end of Phase I training. Trustees Madden and Gourdine asked what method of assessment will be used to assess Phase I training and Chairman Martin responded that there are at least four areas: PSR's, public safety and satisfaction, operators injury reports, and absenteeism. The Board also suggested that the areas of assessment also include accident reports and levels of EAP referrals. Coordinator Beagle also stated that the data staff committee is developing an assessment baselines and other surveys concerning rider satisfaction. Trustees Gourdine and Madden suggested that data collection and polling preceed and follow Phase I training in preparation for the request for additional funding for implementation of Phases II and III. Coordinator Beagle recommended that a rider poll can be taken on the 15 and 22 Line during mid April and noted that at the rider/driver meeting on December 5, 1998, the riders and operators on the #15 Line agreed to form a steering committee for the Hunter's Point Friends of Muni and their first meeting will be on January 9, 1999. After further discussion, a motion was made, seconded, and carried to accept Phase II of the training program as proposed subject to the availability of funding and modification of the curriculum and format in light of Phase I.

Speakers:	**Danny Beagle, Laura Gieben, Andrea Gourdine, Audra Knight Audrey Knight, John Madden, Larry Martin, Geoff Piller, Judith Teichman, Lee Man Wah**
Action:	**Approved**
Ayes:	**Browning, Caldwell, Daly, Gourdine, Jung Lum, Madden, Martin, Teichman**
Motion:	059

Counsel Piller stated that because the Phase I training is scheduled to begin on January 25, 1999 and contact the Board should consider delegating the authority to the Chairman and Treasurer authority to review, approve and sign the trainers' contracts if they can be completed prior to the next Board meeting. After the discussion, a motion was made, seconded, and carried to approve the delegation of authority to the Chairman and Treasurer to review, approve and sign the trainers' contracts prior to the next meeting.

Speakers:	**Geoff Piller**
Action:	**Approved**
Ayes:	**Browning, Caldwell, Daly, Gourdine, Jung Lum, Madden, Martin, Teichman**
Motion:	060

Prior to adjournment, Vice Chairman Browning announced his retirement to the Board of Trustees as of the end of the year. The Board thanked Mr. Browning for his years of service.

Speakers: **Andrea Gourdine, Danny Beagle, Larry Martin**
Action: **None**

Adjournment: 5:27 p.m.

opeiu 3 afl cio 142(lca)
mifm1208

`NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, JANUARY 19, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutte I Room - Mezzanine

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3:30 p.m.

(1) ***CALL TO ORDER***

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF DECEMBER 8, 1998*** - Review December 8, 1998 Minutes for approval.

(4) ***PUBLIC COMMENT*** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ***ITEMS TO BE CONTINUED*** - None.

(6) ***REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND*** - To be reviewed by counsel and action as required.

(7) ***REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT*** – To be reviewed by counsel and action as required.

(8) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT*** - To be reviewed by counsel and action as required.

(9) ***REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.*** – Action as required.

(10) ***APPLICATION FOR RENEWAL OF FIDUCIARY LIABILITY INSURANCE*** - To be reviewed by counsel.

(11) ***TRADEMARK OF "FRIENDS OF MUNI" REPORT BY COUNSEL*** – Action as required.

(12) ***"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS*** – Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle on the following items concerning the "Friends" and "Ambassadors" programs and action as required:

a) Follow up on Phase I training plan – action as required.
b) Ambassador Program Phase II and III training proposal and budget submitted by Knight & Associates and StirFry – action as required.
c) Report concerning Knight & Associates and StirFry contracts – action as required.
d) Approve request for additional funding by David Binder Research Group – action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)
(opeiu 3 afl cio 142: mife)

MINUTES OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY: January 19, 1999
Crowne Plaza Union Square
480 Sutter St., San Francisco
Russian Room
3:30 p.m.

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PRESENT: **Trustees: Caldwell (T), Daly (T), Gourdine (T),Antonio (T), Hatch (A), Lum (A), Madden (A), Teichman (A)**

ABSENT: **Martin (Chairman)**

STAFF IN ATTENDANCE:
Geoff Piller, Attorney
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE:
Tom Farris, Claremont Behavioral Service
Ed Reed, Peer Assistance Program Coordinator
Deborah Quinn-Carpenter, Municipal Railway Staff
Lee Butler, Peer Assistant
Thomas Warren, Peer Assistant
Deborah Woodley, Peer Assistant
Tanya Meyers, Municipal Staff
Milagros Roberts, Municipal Railway Staff
Darrell Hewitt, MD
Audra Knight, Knight & Associates

(1) ***CALL TO ORDER*** – Acting Chair Gourdine called the January 19, 1999 Municipal Railway Improvement Fund meeting to order.

(2) ***ROLL CALL***

(3) ***MIF MINUTES OF January 19, 1999*** – Acting Chair Gourdine asked the Board to review the January 19, 1999 Minutes. After review, a motion was made, seconded, and carried to approve the Minutes of January 19, 1999.

Speakers: **Andrea Gourdine**
Action: **Approved**
Ayes: **Daly, Gourdine, Caldwell, Antonio, Hatch Lum, Madden, Teichman**
Motion: **061**

(4) ***PUBLIC COMMENT*** – None.

(5) ***ITEMS TO BE CONTINUED*** – None.

(6) ***REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICPAL RAILWAY IMPROVEMENT FUND*** – Acting Chairperson Gourdine stated that she understands that the contract has now cleared the City Attorney and is being circulated to the other departments for signature.

Speaker: **Andrea Gourdine**
Action: **None**

(7) ***REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT*** –Acting Chairperson Gourdine stated that she understands that the contract has now cleared the City Attorney and is being circulated to the other departments for signature.

Speaker: **Andrea Gourdine**
Action: **None**

(8) ***REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT AND PAYMENT OF SERVICES RENDERED TO DATE*** – Acting Chairperson Gourdine stated that she understands that the contract has now cleared the City Attorney and is being circulated to the other departments for signature.

Speaker: **Andrea Gourdine**
Action: **None**

(9) ***REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC*** – Acting Chair Gourdine asked the Board to review the Claremont Municipal Railway Improvement Fund EAP Report dated January 15, 1999 and Peer Assistance Program Update dated January 15, 1999. After Mr. Farris reviewed the EAP Report and Ed Reed reviewed the Peer Assistance update, a motion was made, seconded and carried to accept the Claremont Municipal Railway Improvement Fund EAP Report and Peer Assistance Program Update. Mr. Reed then reviewed a Peer Counselors Program "List of immediate needs," stating that the only portion of the Peer Counselor Program which is currently funded is personnel costs. Therefore,the Program is in need of basics such as computer and printer, office supplies, and cellular phones. After discussion of access to Muni resources, a motion was made, seconded and carried to aprove the following items for purposes of production and circulation. EAP publicity materials; one computer and printer, three cellular phones, $1,000.00 for office supplies and $1,000.00 for printing and production of flyers and other materials for a total amount of $5,750.00.

Speaker **Andrea Gourdine, Tom Farris, John Madden, Tanya Meyers, Ed Reed, Deborah Quinn-Carpenter, Lee Butler, Thomas Warren, Deborah Woodley, Tanya Meyers, Milagros Roberts, Geoff Piller**
Action: **Approved**
Ayes: **Gourdine Caldwell, Daly, Antonio, Hatch Lum, Madden, Teichman**
Motion: **062**

(10) *APPLICATION FOR RENEWAL OF FIDUCIARY LIABILITY INSURANCE* – Counsel Piller reported that the period covered by the current premium for fiduciary liability insurance policy ended at the end of the year, but the amount of the renewal premium was not obtained until after the Board's December meeting. The Board then approved renewal for a premium not to exceed $6,000.00. Mr. Piller noted that the premium for the 1999 policy year was $3,000.00

Speakers: **Geoff Piller**
Action: **None**

(11) **TRADEMARK OF "FRIENDS OF MUNI" / "MUNI AMBASSADORS" REPORT BY COUNSEL** – Counselor Piller stated that the state application has been filed and the federal government will not accept trademark applications unless the applicant anticipates use of the trademark in more than state.

Speakers: **Geoff Piller**
Action: **None**

(12) **"FRIENDS of MUNI" and "OPERATOR AS AMBASSADOR" PROGRAMS -** Coordinator Beagle reviewed a "Pilot Program" for purposes of screening the content and style of the training sessions and noted that while this type of screening was discussed in the training planning sessions it was not part of the Phase I budget. He stated that the participants in the pilot sessions would be the division chairpersons Muni management, and TWU Local 250-A representatives. The cost of the pilot is $4000.00, to be divided evenly between Knight and Associates and Stir Fry Seminars and Consulting. After discussion, a motion was made, and carried to approve the pilots.

Speakers: **Danny Beagle**
Action: **Approved**
Ayes: **Gourdine,Caldwell,Daly,Antonio, Hatch, Lum,Madden,Teichman**
Motion: **063**

Counsel Piller stated that because the Phase I training contracts are still being negotiated and will begin on January 25, 1999,asked the Board renew its delegation of authority to the Chairman and Treasurer to review, approve and sign the trainers' contracts prior to the next Board meeting. After the discussion, a motion was made, seconded, and carried to approve the delegation of authority to the Chairman and Treasurer to review, approve, and sign the trainers' contracts on behalf of the Board prior to the next Board meeting..

Speakers: **Geoff Piller**
Action: **Approved**
Ayes: **Caldwell, Daly, Gourdine, Antonio, Hatch Lum, Madden, Martin, Teichman**
Motion: **064**

Adjournment: 5:27 p.m.

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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, February 16, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
City Suite Room - Mezzanine

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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF JANUARY 19, 1999* - Review January 19, 1999 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND* - To be reviewed by counsel and action as required.

(7) *REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT* – To be reviewed by counsel and action as required.

(8) *REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT* To be reviewed by counsel and action as required.

(9) *REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.* – Action as required.

(10) *TRADEMARK OF "FRIENDS OF MUNI" REPORT BY COUNSEL* – Action as required.

(11) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* – Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle on the following items concerning the "Friends" and "Ambassadors" programs and action as required:

a) Report on Phase I training.
b) Report on preperations for Phase II.
c) Report concerning "Knight and Associates" and "StirFry" consulting contracts and action as required.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

ACCESSIBLE MEETING POLICY - **Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - **(Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)**
(opein 3 afl cio 142: mife)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY: FEBRUARY 16, 1999
Crowne Plaza Union Square
480 Sutter St., San Francisco
SUTTER I ROOM
3:30 p.m.

PRESENT: Trustees: Martin (Chairman), Caldwell (T), Daly (T), Hatch (A), Lum (A), Madden (A), Teichman (A)

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ABSENT: Trustees: Antonio (T), Gourdine (T)

STAFF IN ATTENDANCE: Geoff Piller, Attorney
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: Tom Farris, Claremont Behavioral

(1) *CALL TO ORDER* – Chairman Martin called the February 16, 1999 Municipal Railway Improvement Fund meeting to order.

(2) *ROLL CALL WAS MADE.*

(3) *MIF MINUTES OF January 19, 1999* – Chairman Martin asked the Board to review the January 19, 1999 Minutes. After review, a motion was made, seconded, and carried to approve the Minutes of January 19, 1999.

Speakers: Lawrence Martin
Action: Approved
Ayes: Daly, Caldwell, and Hatch
Lum, Madden, Teichman
Motion: 065

(4) *PUBLIC COMMENT* – None.

(5) *ITEMS TO BE CONTINUED* – None.

(6) *REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICPAL RAILWAY IMPROVEMENT FUND* –Mr. Piller stated that the contract has been signed by the City Attorney and is being circulated to the other departments for signature.

Speaker: Geoff Piller
Action: None

(7) *REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT* –Mr. Piller stated that the contract has been signed by the City Attorney and is being circulated to the other departments for signature.

Speaker: **Geoff Piller, Esq.**
Action: **None**

(8) *REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT AND PAYMENT OF SERVICES RENDERED TO DATE* – Mr. Piller stated that the contract has been signed by the City Attorney and is being circulated to the other departments for signature.

Speaker: **Geoff Piller**
Action: **None**

(9) *REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC* – Chairman Martin asked the Board to review the Claremont Municipal Railway Improvement Fund EAP Report dated February 12, 1999 and Peer Assistance Program Update dated February 12, 1999. After the Board reviewed the EAP Report and the Peer Assistance update, a motion was made, seconded and carried to accept the Claremont Municipal Railway Improvement Fund EAP Report and Peer Assistance Program Update. Mr. Tom Farris then reviewed the Peer Assistance Program stating that the Turk Street Facility will be available in the middle of March. Chairman Martin, noted that he and Local 250-A representatives met with Acting Director, Carmen Clark, discussed problem areas, and found her very supportive of the operating budget submitted by the EAP and Peer Assistance Program. Mr. Farris also stated that after the Board's approval of Peer Assistance expenses at the January Board meeting, Claremont Behavioral Services made the purchases approved by the Board on behalf of the Peer Counselor Program. After the review of Mr. Farris' report, a motion was made, seconded and carried to reimburse Claremont Behavioral Services for their purchases upon submission of an invoice.

Speaker: **Chairman Lawrence Martin, Tom Farris, Geoff Piller**
Action: **Approved**
Ayes: **Caldwell, Daly, Hatch, Lum, Madden, Teichman**
Motion: 066

(10) *APPLICATION FOR RENEWAL OF FIDUCIARY LIABILITY INSURANCE* – Counsel Piller noted that because the Funds Fiduciary Liability Insurance Policy ended as of December 31, 1999 , but the amount of the renewal premium was not known until after the Board's December meeting. Therefore, the Board approved renewal for a premium not to exceed $6,000.00. Mr. Piller reported that the premium for the 1999 policy year was $3,000.00

Speakers: **Geoff Piller**
Action: **None**

(11) TRADEMARK OF "FRIENDS OF MUNI" / "MUNI AMBASSADORS" REPORT BY COUNSEL – Mr. Piller stated that the state application has been filed, but the federal government will not accept trademark applications unless the applicant anticipates use of the trademark in more than one state.

Speakers: **Lawrence Martin, and Geoff Piller**
Action: **None**

(12) "FRIENDS of MUNI" and "OPERATOR AS AMBASSADOR" PROGRAMS –. Mr. Beagle presented and discussed a report to the Board titled "Ambassador/Friends of Muni Program Phase I—Interim Internal Evaluation." After review of the report, he noted that the Phase I training experienced some attendance problems. The Board directed Mr. Beagle to work with the respective management of each division and department to secure commitment to the training before Phase II training begins, and to ensure that in Phase II, operators and others who missed Phase I are fully trained. After the review of the Report, a motion was made, seconded and carried to accept Coordinator Beagle's Report.

Speakers: **Chairman Martin, Danny Beagle, and Irwin Lum**
Action: **Approved**
Ayes: **Caldwell, Daly, Hatch, Lum, Madden, Teichman**
Motion: 067

Mr. Piller, requested that the Board extend the authorization made at the January Board meeting to delegate authority to the Chairman and Treasurer to review, approve and sign the trainers' contracts on behalf of the Board prior to the next Board meeting. A motion was made, seconded, and carried to approve this extension.

Speakers: **Geoff Piller**
Action: **Approved**
Ayes: **Caldwell, Daly, Hatch, Lum, Madden, Teichman**
Motion: 068

Adjournment: 4:56 p.m.

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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, MARCH 30, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutte I Room - Mezzanine

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3:30 p.m.

(1) *CALL TO ORDER*

(2) *ROLL CALL*

(3) *MIF MINUTES OF FEBRUARY 16, 1999* - Review February 16, 1999 Minutes for approval.

(4) *PUBLIC COMMENT* - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) *ITEMS TO BE CONTINUED* - None.

(6) *REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND* - To be reviewed by counsel and action as required.

(7) *REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT* – To be reviewed by counsel and action as required.

(8) *REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT* - To be reviewed by counsel and action as required.

(9) *REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.* – Action as required.

(10) *TRADEMARK OF "FRIENDS OF MUNI" REPORT BY COUNSEL* – Action as required.

(11) *"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS* – Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle on the following items concerning the "Friends" and "Ambassadors" programs and action as required:

a) Follow up on Phase I training and evaluation of Phase I training.
b) Report on preparations for Phase II.
c) Report concerning "Knight & Associates" and "StirFry" consulting contracts and action as required.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

ACCESSIBLE MEETING POLICY - **Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.**

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(opein 3 afl cio 142: mifc)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, MARCH 30, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room
3:30 p.m.

PRESENT: **Gourdine (Acting Chairperson), Caldwell (T), Madden (T), Antonio (T), Lum (A), Teichman (A)**

ABSENT: **Martin (Chairman), Daly (A), Hatch (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Service**
Ed Reed, Peer Assistance Program Coordinator
Deborah Woodley, Peer Assistant Counselor
Laura Giebens, StirFry Consultant
Linette Peal, StirFry Facilitator

(1) **CALL TO ORDER** - Acting Chair Gourdine called the March 30, 1999 Municipal Railway Improvement Fund meeting to order.

(2) **ROLL CALL**

(3) **MIF MINUTES OF February 16, 1999** - Acting Chair Gourdine asked the Board to review the February 16, 1999 Minutes. After review, a motion was made, seconded, and carried to approve the Minutes of February 16, 1999.
Speaker: **Andrea Gourdine and Claire Caldwell**
Action: **Approved**
Ayes: **Gourdine, Antonio, Teichman, Lum, Madden, and Caldwell**
Motion: **069**

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

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(6) **REPORT ON STATUS OF CONTRACT BETWEEN TWU, LOCAL 250-A AND MUNICIPAL RAILWAY IMPROVEMENT FUND** - Mr. Piller explained the Contract was fully executed by the City Attorney and no further action is required until the next contract renewal date.

Speaker: **Geoff Piller and Andrea Gourdine**
Action: **None**

(7) **REPORT ON STATUS OF BEAGLE & BLEIWEISS CONTRACT.** - Mr. Piller explained the contract was fully executed by the City Attorney and no further action is required until the next contract renewal date.

Speaker: **Geoff Piller and Andrea Gourdine**
Action: **None**

(8) **REPORT ON STATUS OF CLAREMONT BEHAVIORAL SERVICES, INC. CONTRACT AND PAYMENT OF SERVICES RENDERED TO DATE** - Mr. Piller explained the contract was fully executed by the City Attorney and no further action is required until the next contract renewal date.

Speaker: **Geoff Piller and Andrea Gourdine**
Action: **None**

(9) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** - Acting Chairperson Gourdine asked the Board to review the Claremont Municipal Railway Improvement Fund EAP Report dated March 18, 1999 and Peer Assistance Program Update dated March 18, 1999. After the review, a motion was made, seconded, and approved to accept their report. Mr. Farris explained and noted, the Peer Assistance Counselors, and TWU Local 250-A Representatives met with Ms. Carmen Clark and her Assistant, Ms. Monroe and discussed problem areas. They found her supportive toward the operating budget submitted by EAP and Peer Assistance on March 10, 1999. The Board unanimously voted and approved the Peer Assistance to get reimbursed for the 1/3 MOU's payoffs upon submission of an invoice. After the Board reviewed Mr. Farris report , a motion was made, seconded and approved to pay the Claremont Behavioral Services for their accumulated expenses.

Speaker: **Tom Farris and Andrea Gourdine**
Action: **Approved**
Ayes: **Gourdine, Antonio, Teichman, Lum, Madden, and Caldwell**
Motion: **070**

Secondly, Mr. Farris and Mr. Reed noted and explained to the Board that they are still lacking a facility to use and give private consultation to participants in their program. The Board explained that the Turk Street Facility is being occupied by the same tenants, and that their new job site is still under construction. Mr. Antonio and Mr. Mason will try to find out it if the second floor at the Municipal Railway on 949 Van Ness is temporarily available for the Peer Assistants'Program. Mr. Reed and Mr. Farris recommended more fully regarding the Chemical Dependency and Family Educational program, and asked the Board for financial budget , and management team support. Mr. Antonio and Mr. Beagle is to assist Mr. Reed in planning and scheduling participants into

this program, and research open concerns of Mr. Reed, as well as finding a way to sponsor the substance abuse program.
Speaker: **Tom Fares, Ed Reed, and Deborah Woolly**
Motion: **None**

(10) **TRADEMARK OF "FRIENDS OF MUNI" / "MUNI AMBASSADORS" REPORT BY COUNSEL.** - Counselor Pillar stated the Trademark of "Friends of Muni" / "Muni Ambassadors" is now protected and no organization have the right to use its trade name. After the Board discussed the Counselors' Report, a motion as made, seconded, and approved to have Mr. Piller compose a letter advising those organizations to immediately withdraw and stop using the Trademark "Friends of Muni" / "Muni Ambassadors".
Speaker: **Counselor Piller**
Action: **Approved**
Ayes: **Gordian, Madden, Teichman, Antonio, Caldwell, and Lum**
Motion: **071**

(11) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Acting Chairperson Gourdine asked the Board to review the Coordinators' report of the Phase I "Ambassadors Program", "Knight and Associates", and "StirFry" report. After the Board reviewed the Coordinators report, Mr. Beagle, Ms. Giebens and her Associate, Ms. Peal expressed Phase I Training Program was a success and request financial budget support to begin Phase II. After the Board reviewed their reports, they believe the Coordinator should move into Phase II and work closely with the managers of the divisions involved with planning and scheduling, which could significantly improve the training program and correct problems of absenteeism. Acting Chair person Gourdine recommended Mr. Beagle to work closely with Mr. Mason to accumulate managerial leads and information to better schedule and plan the Phase II Training Program. Furthermore, the Board decided to carry the decision to the table and have Chairman Martin make the final decision on the financial budget.
Speaker: **Danny Beagle, Laura Giebens, Linette Peal**
Action: **None**
Motion: **None**

Adjourned: **4:56 p.m.**

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, APRIL 20, 1999
3:30 p.m.
CROWN PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room – Mezzanine

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/99

(1) CALL TO ORDER

(2) ROLL CALL

(3) MIF MINUTES OF March 30, 1999 - Review March 30, 1999 Minutes for approval.

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ITEMS TO BE CONTINUED - None.

(6) REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC. – Action as required.

(7) TRADEMARK OF "FRIENDS OF MUNI" REPORT BY COUNSEL – Action as required.

(8) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS - Reports from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle concerning the "Friends" and "Ambassadors" programs and action as required:

a) Progress report on Implementation of "Operator as Ambassador" Phase II – Action as required.
b) Review of Knight and Associates and StirFry Seminars training contracts – Action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

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(opeiu 3 afl cio 142: mife)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MONTHLY MEETING
TUESDAY, APRIL 20, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room
3:30 p.m.

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PRESENT: **Martin (Chairman), Caldwell (T), Antonio (T), Daly (T), Gourdine (T), Madden (A), Hatch (A)**

ABSENT: **Teichman (A), Lum (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Service**
Laura Gieben, StirFry Consultant
Audra Knight, Knight and Associates
Audrey Knight, Knight and Associates

(1) **CALL TO ORDER** - Chairman Martin called the April 20, 1999 Municipal Railway Improvement Fund meeting to order.

(2) **ROLL CALL WAS MADE**

(3) **MIF MINUTES OF March 30, 1999** - Chairman Martin asked the Board to review the March 30, 1999 Minutes. After review, **a motion was made, seconded, and carried to** approve the Minutes of March 30, 1999.
Speaker: **Lawrence Martin**
Action: **Approved**
Ayes: **Martin, Gourdine, Daly Caldwell, Antonio, Madden and Hatch**
Motion: **072**

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Chairman Martin asked the Board to review the EAP Report dated April 13, 1999 and the Peer Assistance Program Update dated April 13,1999. After review, a motion was made, seconded, and carried to accept these reports. Mr. Farris reported that Ray Antonio and Ed Reed are planning and developing the new Trauma Response Program and plan to meet with the Safety Sensitive Committee once a month. Ms. Gourdine stated that she would meet with interim General Manager Carmen Clark to discuss the Program. Chairman Martin asked Robert Mason and Ms. Gourdine to seek an independent location for the Peer Assistance Program. After the discussion, **a motion was made, seconded, and carried to** accept the Claremont Report.

Speakers: **Tom Farris, Lawrence Martin, Andrea Gourdine, Ray Antonio, and Robert Mason**
Action: **Approved**
Ayes: **Martin, Gourdine, Daly, Caldwell, Antonio, Madden, and Hatch**
Motion: **073**

(7) **TRADEMARK OF "FRIENDS OF MUNI" REPORT BY COUNSEL** – Mr. Piller stated that the Secretary of State's service mark authorization of the Fund's exclusive use of the term "Friends of Muni" has been received and that the application for the term "Muni Ambassadors" is pending.

Speaker: **Geoff Piller**
Action: **None**

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** – Mr. Beagle presented a report entitled "Phase II Draft Implementation Plan" concerning the Phase II training. After the review of the draft report the Board discussed the start date, cost, and coordination with Muni operations of the Phase II training. After this discussion **a motion was made, seconded and carried to** direct Mr. Beagle to prepare a comprehensive proposal for the Phase II training for presentation to Muni's newly designated General Manager. In addition to a summary of the training curriculum the report should address:

(1) The results of the Phase I training.
(2) The Phase II training budget and any shortfall from the allocations made in the 1996 – 2000 MOU;
(3) Coordination with Muni to ensure attendance at training sessions; and
(4) Start and completion dates, with specific reference to whether training will be conducted during the summer.

The Board agreed to call a Special Meeting for April 27, 1999 to review and approve the matters covered in Mr. Beagle's report for the General Manager.

Speakers: **Danny Beagle, Lawrence Martin, Andrea Gourdine, Geoff Piller Ray Antonio, and Robert Mason**
Action: **Approved**
Ayes: **Martin, Gourdine, Daly Caldwell, Antonio, Madden, and Hatch.**
Motion: **074**

The meeting was adjourned at 4:55 p.m.

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, APRIL 27, 1999
4:00 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutte II Room - Mezzanine

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(1) CALL TO ORDER

(2) ROLL CALL

(3) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(4) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS – Report by Coordinator Beagle, counsel and staff committees concerning the following matters:

a) Final budget for Phase II training program – Action as required.

b) Final Phase II training implementation plan – Action as required.

c) Contracts with Knight and Associates and StirFry Seminars and Consulting for "Operator as Ambassador" training program – Action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)
(opeiu 3 afl cio 142: mifc)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, APRIL 27, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter II Room
4:00 p.m.

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PRESENT: **Martin (Chairman), Daly (T), Antonio (T), Madden (A), Teichman (A), Lum (A)**

ABSENT: **Gourdine (T), Caldwell (T), Hatch (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Audra Knight, Knight and Associates**
Robert Mason, San Francisco Municipal Railway
Laura Gieben, StirFry Consultant

(1) **CALL TO ORDER** - Chairman Martin called the April 27, 1999 Municipal Railway Improvement Fund Special meeting to order.

(2) **ROLL CALL WAS MADE**

(3) **PUBLIC COMMENT - None**

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -** Mr. Beagle reviewed a report entitled "Final Budget for Phase II Training Implementation Plan." and presented a comprehensive budget for the "Ambassador" and "Friends" Programs for the Fiscal years, which projected a $1,089,125 funding shortfall for fiscal year 1999-2000. He explained that this projection is based on the assumption that the Phase II training will begin during the 1998-1999 fiscal year. After discussion of the budget, Messrs. Martin and Mason discussed their meeting with new General Manager Michael Burns concerning the two programs. They reported that Mr. Burns asked for a report concerning the impact of the Phase I training before approval of Phase II.

After discussion, **a Motion was made, seconded and carried to**, (1) approve the proposed budget for fiscal years 1998-1999 and 1999-2000 as presented, and (2) direct Mr. Beagle to prepare a comprehensive report concerning the impact of the Phase I training through use of driver and rider surveys and review of drivers missed days, "PSRs", etc. For purposes of this report rider polling at a cost not to exceed $5,000.00 is to be conducted on the Phase I Muni lines.

Speakers: **Danny Beagle, Lawrence Martin, Judith Teichman, Robert Mason, John Madden and Geoff Piller.**
Action: **Approved**
Ayes: **Martin, Daly, Antonio, Madden, Teichman, and Lum**
Motion: **075**

Mr. Beagle presented a report dated April 22, 1999 entitled "Appendix on Implementation of Ambassador Program Phase II" which proposed a May 17, 1999 Phase II start date. **A Motion was made, seconded, and carried to** approve Phase II training to begin on May 17, 1999 contingent upon General Manager Burns' approval of the Program.

Speaker: **Danny Beagle, and Lawrence Martin**
Action: **Approved**
Ayes: **Martin, Daly, Antonio, Madden, Teichman, and Lum**
Motion: **076**

Adjourment: The meeting was adjourned at 4:55 p.m.

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, MAY 18, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter III Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF April 20, 1999 Regular MIF Monthly Meeting and April 27, 1999 Special MIF Meeting** - Review April 20, 1999 and April 27, 1999 Minutes for approval.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Action as required:

a) Employee Assistant Program Update Report.
b) Peer Assistant Program;Set up mechanism program on expenditure budget.
c) Peer Assistant Program;1998 – 1999 Budget Report.

(7) **TRADEMARK OF "MUNI AMBASSADORS" REPORT BY COUNSEL** – Action as required.

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** – Report from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle concerning the "Friends" and "Ambassadors" programs and action as required:

a) Complete evaluation of Phase I – action as required.
b) Final Phase II implementation on plan – action as required.
c) Report on meeting with Municipal Railway General Manager Michael Burns concerning Phase II training and funding.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

ACCESSIBLE MEETING POLICY - **Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - **(Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)**
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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, MAY 18, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room
3:30 P.M.

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PRESENT: **Martin (Chairman), Antonio (T), Daly (T), Gourdine (T), Madden (A), Hatch (A), Teichman (A), and Lum (A).**

ABSENT: **Caldwell (T)**

STAFF IN ATTENDANCE:
Geoff Piller, Attorney
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE:
Michael Burns, S. F. Muni General Manager
Lou Johnson, S. F. Muni Chief Operational Manager
Tom Farris, Claremont Behavioral Service
Ed Reed, Peer Assistance Program Coordinator
Deborah Woodley, Peer Assistant
Thomas Warren, Peer Assistant
Milagros Roberts, Peer Assistant Staff
Laura Giebens, StirFry Consultant
Audra Knight, Knight & Associates
Audrey Knight, Knight & Associates

(1) **CALL TO ORDER** - Chairman Martin called the May 18, 1999 Municipal Railway Improvement Fund meeting to order and introduced Muni General Manager Michael Burns who stated that he was in attendance to express his commitment to the Fund's Programs and to meet the Knight and StirFry representatives.

(2) **ROLL CALL WAS MADE.**

(3) **MINUTES OF April 20, 1999 Regular Meeting and April 27, 1999 Special Meeting** - Chairman Martin asked the Board to review the April 20, 1999 and April 27, 1999 Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of April 20, 1999 and April 27, 1999.

Speaker: Lawrence Martin
Action: Approved
Ayes: Martin, Antonio, Daly, Gourdine, Madden, Hatch, Teichman, and Lum.
Motion: 077

(4) **PUBLIC COMMENT** - None

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Mr.Farris asked the Board to review the Employee Assistance Program Report dated May 17, 1999 and the Peer Assistance Program Update, dated May 18, 1999. Mr. Farris and Mr. Reed discussed the expenses anticipated by the Peer Assistance Program. Chairman Martin advised Claremont Behavioral Services and the Peer Assistance Program to forward any invoices and the supporting documents to the Fund and stated that he intended to call a meeting next week with General Manager Burns to discuss EAP and PAP problem areas. Andrea Gourdine asked Mr. Reed and Mr. Farris to prepare a Report, which reflects the post referral and treatment status of employees using the EAP. After the discussion, **a Motion was made, seconded, and carried to** approve the EAP and PAP report.

Speaker: Tom Farris, Edward Reed, Lawrence Martin and Andrea Gourdine.
Action: Approved
Ayes: Martin, Antonio, Daly, Gourdine, Madden, Hatch, Teichman, and Lum.
Motion: 078

(7) **SERVICEMARK FOR "FRIENDS OF MUNI" / "MUNI AMBASSADORS" REPORT BY COUNSEL.** - Mr. Piller distributed the Secretary of State; "Certification of Registration of Service Mark," authorization of the Fund's exclusive use of the term "Friends of Muni" signed by Mr. Bill Jones, Secretary of State. It was noted that the signature date is incorrectly shown in the certification as "2009" and Mr. Piller was directed to obtain a corrected certificate and to advise any groups using the phrase "Friends of Muni" of the Fund's certification for use of that term.

Speaker: Geoff Piller
Action: None

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Chairman Martin and Mr. Beagle reviewed a Report entitled, "A Status Report on the Plan to Reinvent Muni" addressed to General Manager Burns. The Report discusses the Ambassadors and Friends Programs, the results of the Phase I Ambassadors training, the plans for Phase II training, and projects the budget for completion of Phase II training during the 1999-2000 fiscal year. After review of the format and content of the Status Report, the Board discussed whether the Phase II training should be delayed until full funding for the training is secured. After full discussion, the Board concluded that the credibility of the program and the effectiveness of the training would be substantially diminished if there was a prolonged break between Phases I and II. **A Motion was made, seconded, and carried to** proceed with the Phase II Training Program starting this month and continuing until completion subject to receipt of the additional funding described in the Status Report.

Speaker: Danny Beagle, Lawrence Martin, Andrea Gourdine, Judith Teichman, Irwin Lum, Daniel Daly, and Geoff Piller.
Action: Approved
Ayes: Martin, Antonio, Daly, Gourdine, Madden, Hatch, Teichman, and Lum.
Motion: 079

There being no further business, the meeting was adjourned at 4:57 p.m.

NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, JUNE 22, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
City Suite Room - Mezzanine

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(1) CALL TO ORDER

(2) ROLL CALL

(3) MIF MINUTES OF May 18, 1999 Regular MIF Monthly Meeting - Review May 18, 1999 Minutes for approval.

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ITEMS TO BE CONTINUED - None.

(6) REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC. – Action as required:

a) Employee Assistance Program Update Report.
b) Peer Assistant Program Update Report

(7) SERVICE MARK FOR "FRIENDS OF MUNI" AND "MUNI AMBASSADORS" REPORT BY COUNSEL – Action as required.

(8) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS – Report from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle concerning the "Friends" and "Ambassadors" programs:

a) Presentation of Beagle & Bleiweiss, "Friends of Muni" twelve-month implementation proposal: action as required.
b) Presentation of Beagle & Bleiweiss, "Muni Ambassadors" news letter and media outreach twelve-month implementation proposal: action as required.
c) Report on Phase II Training: action as required.
d) Additional funding proposal: review of draft and action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, JUNE 22, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
City Suite Room-Mezzanine
3:30 p.m.

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PRESENT: **Martin (Chairman), Caldwell (T), Daly (T), Lum (A), Teichman (A), Hatch (A)**

ABSENT: **Madden (A), Gourdine (T), Antonio (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Service**
Laura Gieben, StirFry Consultant
Darrell Hewitt, Hewitt, Reddick & Associates**
Gayle Orr-Smith, Heiress Consulting

(1) **CALL TO ORDER** - Chairman Martin called the June 22, 1999 Municipal Railway Improvement Fund meeting to order.

(2) **ROLL CALL WAS MADE.**

(3) **MINUTES OF MAY 18, 1999 - Chairman** Martin asked the Board to review the May 18, 1999 Minutes. After review, a **Motion was made, seconded, and carried to** approve the Minutes of May 18, 1999.
Speaker: Lawrence B. Martin
Action: Approved
Ayes: Martin, Caldwell, Daly, Lum, Teichman, and Hatch.
Motion: 080

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Mr. Farris reviewed the Employees Assistance Program Update dated June 10, 1999 and the Peer Assistance Program Report dated June 10, 1999. Mr. Farris noted, he and Mr. Bjornson

recently met with General Manager Burns regarding the Program. Mr. Farris summarized the status of Claremont's efforts to conclude an EAP contract with the City for Muni's safety-sensitive employees other than operators. After review of the report, Mr. Farris was directed to attempt to incorporate post referral/post treatment data. After the discussion, **a Motion was made, moved, seconded, and approved to** accept the Claremont Behavioral Services Report.

Speaker: Tom Farris, Lawrence Martin, and Judith Teichman.
Action: Approved
Ayes: Martin, Caldwell, Daly, Lum, Teichman, and Hatch.
Motion: 081

(7) **SERVICE MARK FOR "MUNI AMBASSADORS" REPORT BY COUNSEL -** Mr. Piller distributed a copy of the Service Mark for the term "Muni Ambassadors" to the Board stating that the registration date was corrected to the year 1999. Mr. Piller stated that in response to his letter concerning the Friend's Service Mark of the term "Friends of Muni" Ms. Carmen Ramirez stated that her organization "Friends of Muni" has been using that title for several years. This matter was tabled for review at a future meeting.

Speaker: Geoff Piller and Lawrence Martin
Action: None
Motion: None

(7) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -** Chairman Martin stated that he had asked Mr. Beagle to address at this meeting how the Fund could address the Friends program and begin the public education process discussed when Mr. Beagle's firm was hired to coordinate the "Friends and Ambassadors" Program. Mr. Beagle introduced Mr. Darrell Hewitt, of Hewitt, Reddick & Associates and Ms.Gayle Orr-Smith, President of Heiress Communications and Consulting to the Board. Mr. Hewitt distributed and discussed a proposal dated June 11, 1999 for purposes of design and implementation of a newletter and media outreach campaign and Ms. Orr-Smith distributed a June 11 "Friend" Proposal and a June 14 media outreach proposal. After the review of these reports Mr. Beagle distributed and reviewed a draft report entitled "Ambassadors and Friends" Program intended for review by the Mayor and Board of Supervisors.

Speaker: Danny Beagle, Darrell Hewitt, Gayle Orr-Smith, Lawrence Martin, and Judith Teichman
Action: None
Motion: None

There being no further business, the meeting was adjourned at 6:05 p.m.

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NOTICE OF SPECIAL MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
FRIDAY, JULY 9, 1999
3:00 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter II Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS.**

1) Discussion of the twelve-month implementation proposals submitted for newsletter, media outreach, and the organizing of "Friends of Muni" in the community: Action on the proposals.
2) Discussion of the budget for the newsletter, media outreach and organization of the "Friends of Muni" Program: Action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

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(opeiu 3 afl cio 142: mifsc7.9.99)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND SPECIAL MEETING
TUESDAY, JULY 9, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street, San Francisco, CA
Sutter II Room-Mezzanine
3:00 p.m.

PRESENT: **Chairman L. Martin, A. Gourdine (T), D. Daly (T), R. Antonio (T), J. Madden, (A), Judith Teichman, (A), I. Lum (A)**

ABSENT: **C. Caldwell (T), and W. Hatch (A)**

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STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Frank Lee, Pinstripe Carrots**
Darrell Hewitt, Hewitt, Reddick & Associates

ATTENDEE ABSENT: **Gayle Orr Smith**

(1) **CALL TO ORDER** - Chairman Martin called the July 9, 1999 Municipal Railway Improvement Fund Special meeting to order.

(2) **ROLL CALL WAS MADE.**

(3) **PUBLIC COMMENT - None**

(4) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS.**

Mr. Frank Lee of Pinstripe Carrots presented and discussed his proposal to the Board. After expressing his interest on the Public Relations, Media Outreach, and in Educating the Public for the "Ambassadors Program," he had excused himself and Mr. Darrell Hewitt from this meeting at 4:10 p.m.

In the absence of Ms. Gayle Orr-Smith, President of Heiress Communications and Consulting, Chairman Martin briefly discussed Ms. Orr-Smiths' Report and Proposal to Ms. Andrea Gourdine due to her absence from the June 22, 1999 Regular Municipal Improvement Fund Meeting. After the review and discussion, he expressed her interest and goals in the Public Relations, Media Outreach, and Public Educational process.

Chairman Martin and TWU Local 250-A Representative, and the Municipal Improvement Fund Consultants met with Representatives of San Francisco Planning and Urban Research Association, Rescue Muni, A.D.A., Chamber of Commerce, Commisioners, and a combination on S. F. Municipal Railway Employees, asking them for support and to be part of the "Ambassador Program." He explained that the meeting went well and most of the guest stated they would like to see the public educated.

The meeting continued with more detailed discussions of the three programs; 1) Media Outreach, 2) Newsletter, 3) Organizing and Execution of the "Friends of Muni." Chairman Martin, Ms. Gourdine and Mr. Madden asked Mr. Beagle of Beagle & Bleweiss to work in the most needy areas for improvement by using David Binder Research to assist in polling, analization on unauthorized time off, to determine what was done and what can be done in making results stronger. They also requested Mr. Beagle to work on focusing and obtaining a list of nine internal people and nine external people who can identify where improvement is needed.

Chairman Martin concluded this meeting by asking the Board to vote on which Consultant to hire, and explained he met with General Manager Michael Burns and found him in favor of Ms. Orr-Smith. After the discussion, the Board anonymously voted for Ms. Gayle Orr-Smith, President of Heiress Communications and Consulting to work with Mr. Danny Beagle, Consultant on the three programs, 1) Media Outreach, 2) Newsletter, 3) Organizing and Execution of the "Friends of Muni," and for Mr. Geoff Piller, Counsel to draw the contract.

Speaker:	Martin, Gourdine, Madden, Geoff Piller, Beagle
Action:	Approved
Ayes:	Martin, Gourdine, Daly, Teichman, Antonio, Madden, Teichman, and Lum
Motion:	082

The meeting was adjourned 4:45 p.m.

NOTICE OF SPECIAL MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, JULY 27, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF June 22, 1999 Regular MIF Monthly Meeting and the July 9, 1999 Special MIF Meeting** – Review of Minutes for approval.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Action as required:

a) Employee Assistance Program Update Report.
b) Peer Assistant Program Update Report

(7) **SERVICE MARK FOR "FRIENDS OF MUNI" AND "MUNI AMBASSADORS" REPORT BY COUNSEL** – Action as required.

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** – Report from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs. Report by Program Coordinator Beagle concerning the "Friends" and "Ambassadors" programs:

a) Friends of Muni/Public Education Program. Review of proposal by Heiress Consulting: Action as required.
b) Report on Ambassador Program Training: Action as required.
c) Line Performance Review Meeting.

(9) **DRAFT BUDGET FOR 1999-2000 FISCAL YEAR**

a) Report by Coordinator Beagle concerning proposed budget: Action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)
(opeiu 3 afl cio 142: mifc)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, JULY 27, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
City Suite Room-Mezzanine
3:30 p.m.

PRESENT: **Martin (Chairman), Caldwell (T), Daly (T), Gourdine (T), Antonio (T)Lum (A), Madden (A) Teichman (A), and Hatch (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Attorney**
Danny Beagle, Coordinator
Gayle Orr-Smith, Heiress Consulting
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Service**
Laura Gieben, StirFry Consulting

(1) **CALL TO ORDER** - Chairman Martin called the July 27, 1999 Municipal Railway Improvement Fund Special Meeting to order.

(2) **ROLL CALL WAS MADE.**

(3) **MINUTES OF MAY 18, 1999** - Chairman Martin asked the Board to review the June 22, 1999 and July 9, 1999 Minutes. After review, a **Motion was made, seconded, and carried** to approve the Minutes of the June 22, 1999 monthly meeting and the July 9, 1999 Special meeting.

Speaker: Lawrence B. Martin
Action: Approved
Ayes: Martin, Gourdine, Daly, Madden, Teichman, Caldwell, Antonio, Lum, and Hatch.
Motion: 083

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(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC –**
The Employee Assistance Program Update dated July 1, 1999 and the Peer Assistance Program Report dated June 10, 1999 were presented by Mr. Farris. He further noted that the Peer Assistance office is expanding, will continue in the Muni Facility at 901 Presidio Avenue, and will occupy more space. Mr. Farris also reported that the City Attorney's Office is prepared to conclude an agreement with Claremont for EAP and Peer Counselors for Muni's safety sensitive employees other than operators for the period June 30, 1996 to June 30, 2000. After review, a **Motion was made, seconded, and carried** to accept Mr. Farris's Report.

Speaker: Tom Farris and Lawrence Martin.
Action: Approved
Ayes: Martin, Gourdine, Daly, Madden, Teichman, Caldwell, Antonio, Lum, and Hatch.
Motion: 084

(7) **SERVICE MARK FOR "MUNI AMBASSADORS" REPORT BY COUNSEL -**
Mr. Piller noted that the Board discussed whether this may be an appropriate subject for closed session at its last meeting and that he would review that question in anticipation of the August Meeting.

Speaker: Geoff Piller and Lawrence Martin
Action: None
Motion: None

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -**
Mr. Beagle reported that the Ambassadors Training Program attendance for the month of July is averaging twenty-one attendees per class.

Speaker: Danny Beagle
Action: None
Motion: None

Ms. Orr-Smith reviewed Heiress Consulting's summary of work to be performed on the Friends Program from August 2 to August 13. After discussion of Heiress Consulting's revised proposal Chairman Martin reviewed funding of the Friends and Ambassadors programs, noting that the Union and the City are reviewing final agreement on funding for the Friends Program as described in the Heiress Consulting proposal and for the completion of all three phases of the Ambassadors Program training. After the discussion of the Ambassador and Friends Programs budget, it was noted that Heiress Consulting has made a number of presentations concerning the Friends Program on behalf of and at the request of the Board and that billing for the Friends Program will not begin before August. On this basis, a **Motion was made, seconded and carried** to approve a one-time $3,500.00 payment to cover Heiress's start-up costs.

Speaker: Danny Beagle, Gayle-Orr Smith, Lawrence Martin, Andrea Gourdine, John Madden, and Geoff Piller.
Action: Approved
Ayes: Martin, Gourdine, Daly, Madden, Teichman, Caldwell, Antonio, Lum and Hatch.
Motion: 085

Mr. Beagle was asked to make a report at the August meeting concerning the performance (run times, schedule, etc.) of the Pilot lines--#15 and #22.
Speaker: Danny Beagle, Lawrence Martin, Andrea Gourdine, Daniel Daly, and John Madden.
Action: None
Motion: None

There being no further business, the meeting was adjourned at 6:05 p.m.

NOTICE OF REGULAR MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, AUGUST 17, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF July 27, 1999 Special MIF Monthly Meeting.** – Review of Minutes for approval.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Action as required:

a) Employee Assistance Program Update Report.
b) Peer Assistant Program Update Report

(7) **SERVICE MARK FOR "FRIENDS OF MUNI" AND "MUNI AMBASSADORS"** Report by Counsel – Action as required.

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** – Report from the staff committees assigned to coordinate with Muni the training, scheduling, operations and maintenance requirements of the Ambassadors programs.

a) Update on Phase II training program: Action as required.
b) Presentation Proposals regarding Friends of Muni/Rider Education Program: Action as required.
c) Presentation of revised Heiress Consulting Proposal for Friends of Muni/Rider Education Program: Action as required.
d) Presentation on data/evaluation for Phase II: Action as required.
e) Presentation of Ambassadors and Friends program funding and Municipal Railway Improvement Fund budget: Action as required.
Update on MIF budget—Action as required.
f) Renewal of Contracts with Beagle & Bleiweiss and TWU, Local 250-A: Action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)
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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, AUGUST 17, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room-Mezzanine
3:30 p.m.

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PRESENT: **Gourdine (Acting Chair), Daly (T), Antonio (T), Madden (A) Teichman (A), and Hatch (A)**

ABSENT: **Martin (Chairman), Caldwell (T), and Lum (A)**

STAFF IN ATTENDANCE:
Geoff Piller, Attorney
Danny Beagle, Coordinator
Gayle Orr-Smith, Heiress Consulting
Jacqueline Morante, Staff

ALSO IN ATTENDANCE:
Tom Farris, Claremont Behavioral Service
Laura Gieben, StirFry Consulting
Robert Mason, S. F. Municipal Railway
Audra Knight, Knight & Associates
Audrey Knight, Knight & Associates
Roberto Almanzan, StirFry Consulting
Perry Lang, Heiress Consulting
Carolyn Divine, Heiress Consulting

(1) **CALL TO ORDER** - Acting Chair Gourdine called the August 17, 1999 Municipal Railway Improvement Fund Regular Meeting to order.

(2) **ROLL CALL WAS MADE.**

(3) **MINUTES OF JULY 27, 1999** - Acting Chair Gourdine asked the Board to review the July 27, 1999 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the July 27, 1999 regular monthly meeting as submitted.

Speaker: Andrea Gourdine
Action: Approved
Ayes: Gourdine, Daly, Antonio, Madden, Teichman, and Hatch.
Motion: 086

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC –**
Mr. Tom Farris of Claremont Behavioral Services, Inc. presented the following Reports: Employee Assistance Program Update dated August 16, 1999, and Peer Assistance Program Report dated August 16, 1999. Mr. Farris noted that after a Muni restructuring Employee Assistance is now back under Arnold Baker's authority. He also noted that Claremont continues to work with Cindy Monroe for purposes of concluding the contract covering safety sensitive Muni employees other than operators. After discussion, a **Motion was made, seconded, and carried to** approve the Claremont Reports presented by Mr. Farris.

Speaker: Tom Farris and Andrea Gourdine, Judith Teichman, John Madden.
Action: Approved
Ayes: Gourdine, Daly, Madden, Teichman, Antonio, and Hatch.
Motion: 087

(7) **SERVICE MARK FOR "MUNI AMBASSADORS" REPORT BY COUNSEL -**
Mr. Piller stated that Chairman Martin had requested that discussion of this matter be tabled until the next regular monthly meeting, when he would be present.

Speaker: Geoff Piller
Action: None
Motion: None

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -**
Coordinator Beagle presented a report of attendance figures for July 26, 1999 to August 12, 1999 which reflected that the daily participants in the Ambassador Training Program averaged twenty to twenty-five. He also noted that he is preparing a revised Phase II program schedule and will distribute copies of the new schedule at the next Board meeting. He then introduced Mr. David Ragland, who presented his Report dated August 17, 1999 entitled, "Evaluation Plan for Phase II of the Ambassadors/Friends of Muni Program." Mr. Beagle noted that this proposal is intended to address the program evaluation process described in the Beagle & Bleiweiss contract. After the Board reviewed and discussed this Report, **a Motion was made, seconded and carried to** authorize Mr. Ragland, through Beagle & Bleiweiss, to proceed with the proposed evaluation plan.

Speaker: Danny Beagle, David Ragland, Geoff Piller, Andrea Gourdine, John Madden, and Judith Teichman.
Action: Approved
Ayes: Gourdine, Madden, Teichman, Antonio, and Hatch.
Motion: 088

Mr. Beagle introduced Ms. Gayle Orr-Smith and stated that she was present to address the "Friends of Muni" Program proposal reviewed at prior Board meetings. Ms. Orr-Smith stated that the revised proposal reflects a greater emphasis on community participation and the "Friends" newsletter and a scaling back of media outreach, resulting in a reduction in the fee proposed to $11,000.00 per month. Alternate Trustee Madden noted that while the "Friends" Proposal appeared to conform to the general outline for a community based program previously approved by the Board, he had doubts concerning the merits of the newsletter. He stated that in spite of these doubts, he would support the proposal if the rest of the Board was confortable with the Program. After this discussion, a Motion was made, seconded and carried to authorize Ms. Orr-Smith through Beagle & Bleiweiss to proceed with the "Friends" Program as proposed effective August 1, 1999.

Speaker: Gayle Orr-Smith, Andrea Gourdine, Judith Teichman, and John Madden.
Action: Approved
Ayes: Gourdine, Daly, Madden, Teichman, Antonio, and Hatch.
Motion: 089

Mr. Beagle then discussed funding of the Ambassadors and Friends Programs. He presented and discussed a letter of Agreement dated August 2, 1999 signed by Muni General Manager Burns, Mr. Antonio, and Mr. Martin concerning the funding of the 1.2 million short fall needed to pay for both the Ambassadors and the Friends Programs. The letter states Muni's commitment to fund the shortfall if a federal grant is not received in time. After discussion of the letter the Board asked Mr. Beagle to present a draft budget for the 1999-2000 Fiscal year for review at the next Board meeting.

Speaker: Danny Beagle, Geoff Piller, Andrea Gourdine, John Madden, and Judith Teichman.
Action: None
Motion: None

Mr. Piller concluded the meeting by presenting amendments extending the Fund's service contracts with Beagle & Bleiweiss and Transport Workers Union-Local 250-A through June 30, 2000. After discussion, **a Motion was made, seconded, and carried to** approve the Beagle and Bleiweiss amendment.

Speaker: Geoff Piller
Action: Approved
Ayes: Gourdine, Daly, Madden, Teichman, Antonio and Hatch.
Motion: 090

A **Motion was made, seconded, and carried to** approve the Local 250-A amendment.
Speaker: Geoff Piller
Action: Approved
Ayes: Gourdine, Daly, Madden, and Teichman
Abstained: Antonio, and Hatch
Motion: 091

There being no further business the meeting was adjourned 5:45 p.m.

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NOTICE OF REGULAR MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, SEPTEMBER 21, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF August 17, 1999 Monthly Meeting.** – Review of Minutes for approval.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Action as required:

a) Employee Assistance Program Update Report.
b) Peer Assistant Program Update Report

(7) **SERVICE MARK FOR "FRIENDS OF MUNI" AND "MUNI AMBASSADORS"**- Report by Mr. Piller and action as required.

(8) **RESOLUTION CONCERNING DESIGNATION OF BOARD SECRETARY** – Review of proposed Resolution and action as required.

(9) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** – Report from the staff committees assigned to coordinate with Muni the training, scheduling, operations, and maintenance requirements of the Friends and Ambassadors programs.

1) Report concerning Friends of Muni Program – action as required.
2) Report concerning Friends Newsletter and production schedule – action as required.
3) Report concerning Ambassador Training Program: development of database - action as required.
4) Report concerning #21 linc – action as required.
5) Report concerning new operator training – action as required
6) Report concerning Ambassadors evaluation program – action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, SEPTEMBER 21, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room-Mezzanine
3:30 p.m.

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PRESENT: **Caldwell (Acting Chair), Antonio (T), Madden (A) Teichman (A), and Hatch (A), and Lum (A)**

ABSENT: **Martin (Chairman), Gourdine (T), and Daly (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Board Secretary**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Service, Inc.**
Robert Mason, S. F. Municipal Railway
Gayle Orr-Smith, Heiress Consulting
Carolyn Divine, Heiress Consulting

(1) **CALL TO ORDER** - Acting Chair Caldwell called the September 21, 1999 Municipal Railway Improvement Fund Regular Meeting to order.

(2) **ROLL CALL WAS MADE.**

(3) **MINUTES OF AUGUST 17, 1999** - Acting Chair Caldwell asked the Board to review the August 17, 1999 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the August 17, 1999 regular monthly meeting as submitted.

Speaker: Claire Caldwell
Action: Approved
Ayes: Caldwell, Antonio, Madden, Teichman, Lum, and Hatch.
Motion: 092

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC –**
Mr. Tom Farris of Claremont Behavioral Services, Inc. presented the following Reports: Employee Assistance Program Update dated September 20, 1999, and Peer Assistance Program Report dated September 20, 1999. Mr. Farris stated that the Reports reflect an overall increase utilization of the Employee Assistance Program and concluded that this increase is the result of the referrals generated by the Peer Assistance Program. Mr. Farris reviewed the status of Claremont's contract with the City for the Employee Assistance Program for safety sensitive employees other than operators. Mr. Antonio explained that as of September 26, 1999, General Manager Michael Burns assigned Mr. Linden Gills to handle the Peer Assistance and Employee Assistance Programs. Mr. Antonio had asked Mr. Farris to write a letter to Mr. Burns concerning the status of the contract and fees owed.

Mr. Reed distributed and reviewed a Draft Proposal for the First Annual Muni Chemical Dependency Education and Family Health Symposium dated September 21, 1999. After review, the Board told Mr. Reed to present this draft to in the next Executive Staff Committee meeting, a **Motion was made, seconded, and carried to** accept the Claremont Report as presented by Messrs. Farris and Reed.

Speaker: Tom Farris, Ed Reed, Claire Caldwell, Ray Antonio, and John Madden
Action: Approved
Ayes: Caldwell, Madden, Teichman, Antonio, Hatch, and Lum.
Motion: 093

(7) **SERVICE MARK FOR "MUNI AMBASSADORS" REPORT BY COUNSEL -**
Mr. Piller stated that Chairman Martin had asked that discussion of this matter be tabled until the next Board meeting.

Speaker: Geoff Piller
Action: None
Motion: None

(8) **RESOLUTION CONCERNING DESIGNATION OF BOARD SECRETARY -**
Mr. Piller distributed a "Resolution Concerning the Staff Position of Secretary to the Board of Trustees." After discussion, **a Motion was made, seconded, and carried to** adopt the Resolution, a copy of which is attached to these minutes.

Speaker: Geoff Piller, John Madden, and Judith Teichman
Ayes: Caldwell, Madden, Teichman, Antonio, Hatch, and Lum.
Action: Approved
Motion: 094

(9) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -** Mr. Beagle presented a Report entitled Muni Improvement Fund Co-ordinator's Report dated September 21, 1999, which reflected attendance dropped to an average of 20 per session. The Report also reviews the continuation of the training program after completion of the Ambassador lines training. Mr. Beagle stated that Training Committee will meet again on September 27, 1999 to review the proposals from two training contractors. Mr. Beagle then discussed the polling program approved by the Board at its August meeting. There will be two polls on each of the twelve Ambassador Lines at a cost of $1,500.00 per poll for a total of $36,000.00. The first poll will measure baseline rider attitudes toward Muni and Muni personnel, and the second poll is intended to assess the impact of the Ambassadors training on the "baseline" data. After discussion, **a Motion was made, seconded, and carried to** proceed with the proposed public opinion polling on the twelve Ambassador Lines.

Speaker: Danny Beagle, Geoff Piller, John Madden, Claire Caldwell
Action: Approved
Ayes: Caldwell, Madden, Teichman, Antonio, Lum, and Hatch.
Motion: 095

Coordinator Beagle distributed a draft Fund budget. After review, the Board asked Mr. Beagle to submit a revised budget at the next Board meeting.

Speaker: Danny Beagle
Action: None
Motion: None

Ms. Gayle Orr-Smith presented a memorandum to Chairman Martin dated September 10, 1999 entitled "Friends of Muni Focus Group-Bayview Hunters Point" held on August 28, 1999. After discussion of the Hunter's Point meeting Ms. Orr-Smith discussed planning for the Mission area meeting. The Board agreed to terminate efforts to convene a Sunset area meeting due to lack of community interest.

Ms. Orr-Smith reviewed the format and goals of the focus group program. Ms. Orr-Smith then presented the printing schedule for "Destinations," the Friends of Muni newsletter: mock up review September 24, 1999; printing October 1, 1999; October 4, 1999 delivery. Ms. Orr-Smith stated that the production schedule assumes that the City's Reproduction Department will print the monthly newsletters. After discussion, **a motion was made, seconded and carried to** approve the newsletter production schedule as presented and to approve Friends of Muni Report submitted by Ms. Orr-Smith.

Speaker:	Gayle Orr-Smith, Danny Beagle, John Madden, Judith Teichman, and Claire Caldwell.
Action:	Approved
Ayes:	Caldwell, Antonio, Teichman, Madden, Lum, and Hatch
Motion:	096

There being no further business the meeting was adjourned 5:30 p.m.

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S. F. MUNICIPAL RAILWAY IMPROVEMENT FUND
1508 Fillmore Street, Suite 211
San Francisco, CA 94115

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9/99 CANCELLED

FAX TRANSMITTAL/PUBLIC NOTICE

DATE: October 7, 1999

TO: SAN FRANCISCO PUBLIC LIBRARY

VOICE# (PLEASE PROVIDE TELEPHONE NUMBER:_____)
FAX#: 415-557-4475

FROM: JACQUELINE MORANTE, MIF SECRETARY
VOICE#: 415-440-6823
FAX#: 415-922-9416

TOTAL NUMBER OF PAGES ___1___ **INCLUDING COVER SHEET.**

(If you did not receive all pages faxed to you, please call Jacqueline Morante at 415-440-6823.)

MESSAGE: **PLEASE POST PUBLIC NOTICE: THE MUNICIPAL IMPROVEMENT FUND REGULAR MONTHLY MEETING SCHEDULED FOR OCTOBER 19, 1999 HAS BEEN CANCELLED AND RESCHEDULED FOR OCTOBER 26, 1999 AT THE FOLLOWING LOCATION:**

CROWN PLAZA HOTEL

RUSSIAN ROOM, 30TH FLOOR

480 SUTTER STREET

SAN FRANCISCO, CA 94108

TIME: 3:30 P.M.

CONFIRMATION OF THIS FAX WILL BE APPRECIATED, THANK YOU!

NOTICE OF REGULAR MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, OCTOBER 26, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Telegraph Hill Room – 30th Floor

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF SEPTEMBER 21, 1999 MIF REGULAR MEETING.** – Review of Minutes for approval.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Action as required:

a) Employee Assistance Program Update Report.
b) Peer Assistant Program Update Report

(7) **SERVICE MARK FOR "FRIENDS OF MUNI" AND "MUNI AMBASSADORS"** Report by Board Secretary – Action as required.

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS –**

a) Revised Amendment to Beagle & Bleiweiss Contract for the 1999-2000 fiscal year-action as required.

b) Report from the staff committees assigned to coordinate with Muni the training, scheduling, operations, and maintenance requirements of the Ambassadors programs:

1) Ambassador Training/Attendance/Scheduling – action as required.
2) New Operator Training – action as required.
3) Budget/Financial Report – action as required.
4) Friends of Muni – action as required.
5) Destinations Newsletter: First and Second Editions – action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)
(opeiu 3 afl cio 142: mifc)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, OCTOBER 26, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Telegraph Hill-30th Floor
3:30 p.m.

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PRESENT: **Martin (Chairman), Madden (A) Teichman (A), Lum (A), Caldwell (T), and Gourdine (T)**

ABSENT: **Antonio (T), Hatch (A), and Daly (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Board Secretary**
Danny Beagle, Coordinator

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Health Service's, Inc.**
Robert Mason, S. F. Municipal Railway
Gayle Orr-Smith, Heiress Consulting

(1) **CALL TO ORDER** - Chairman Martin called the October 26, 1999 Municipal Railway Improvement Fund Regular Meeting to order.

(2) **ROLL CALL WAS MADE.**

(3) **MINUTES OF SEPTEMBER 21, 1999** - Chairman Martin asked the Board to review the September 21, 1999 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the September 21, 1999 regular monthly meeting as presented.

Speaker: Lawrence Martin
Action: Approved
Ayes: Martin, Caldwell, Madden, Teichman, Lum, and Gourdine
Motion: 097

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**

Mr. Farris presented the following Reports: Employee Assistance Program Update dated October 22, 1999, and Peer Assistance Program Report dated October 22, 1999. In his report, Mr. Farris explained that Muni General Manager Michael Burns assigned his Assistant, Ms. Linda Giles, as the new liaison for the Employee Assistance and Peer Assistance Programs. Mr. Farris also stated that he has received the signed contracts for the Employee Assistance Program for "safety sensitive" employees other than operators for fiscal year 1998-1999 and a new Agreement is being drafted for fiscal year 1999-2000. In addition, Mr. Farris and Mr. Bjornson met with Mr. David Peery, Municipal Railway Chief Safety Training Officer, and will meet again to discuss the implementation of the Trauma Response Program on October 30, 1999. Mr. Farris also noted that, after further review, Claremont had concluded that the grant program Mr. Reed discussed at the September Board meeting was not as well-matched to the Fund as it first appeared and that Claremont intended to review other grant options. After discussion, **a Motion was made, seconded, and carried to** accept Mr. Farris' Report.

Speaker: Lawrence Martin, Tom Farris, Geoff Piller, Judith Teichman, John Madden, and Danny Beagle.
Action: Approved
Ayes: Martin, Madden, Teichman, Lum, Caldwell, and Gourdine
Motion: 098

(7) **SERVICE MARK FOR "OPERATOR AS AMBASSADOR" AND "FRIENDS of MUNI"**

Mr. Piller reviewed the use of the name "Friends of Muni" by another body and the use of the term, now certified by the State, by the Fund. After discussion of the activities of the other entity calling itself "Friends of Muni" and the basis for the group's claim to us of the name, **a Motion was made, seconded and carried to** 1) continue to use "Friends Of Muni" but not challenge the use of the term by the entity which calls itself "Friends of Muni" at this time and (2) direct Ms. Orr-Smith to develop a "Friends of Muni" logo for use by the Fund to clearly identify to the public the Fund's "Friends" program.

Speaker: Geoff Piller, Dan Daly, Judith Teichman, Claire Caldwell, Lawrence Martin, and Andrea Gourdine.
Action: Approved
Ayes: Martin, Madden, Teichman, Lum, Caldwell, and Gourdine.
Motion: 099

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** - Mr. Piller stated that the Amendment to the Beagle & Bleiweiss Contract adopted by the Board at its September meeting did not account for certain costs related to design and production of the "Destinations" newsletter and that the revised Amendment in the meeting materials reflects a higher fee for the start-up and ongoing costs of the Newsletter: the amendment reflects a monthly rate of $31,825.00 for the month of October and $30,435.00 thereafter. After discussion, **a Motion was made, seconded and carried to** approve the new Amendment which to supersedes the Amendment approved at the Board's September meeting, subject to the following: (1) insertion of the words "not to exceed" prior to the monthly payments because the Board anticipates that it may become less costly to produce the newsletter over time; and (2) review of all Beagle & Bleiweiss invoices by the Board Secretary to ensure that the invoices conform to the Board's concerns that the production of the newsletter reflect the lowest possible costs before submission to Muni for payment.

Speaker: Danny Beagle, Geoff Piller, Lawrence Martin, Judith Teichman, Andrea Gourdine, and Claire Caldwell.
Action: Approved
Ayes: Martin, Madden, Teichman, Lum, Caldwell, and Gourdine.
Motion: 100

Mr. Beagle reviewed an "Ambassador Program Attendance" Report which listed attendees who have participated in Phase I and Phase II Ambassador Training Program by Civil Service classification. After the Board reviewed and discussed the Report, **a Motion was made, seconded and carried to** (1) direct Messrs. Beagle and Piller to circulate a draft letter to General Manager Burns concerning the importance of the commitment of all Muni staff, especially management, to the timely completion of the Ambassadors; and (2) accept the Coordinator's report.

Speaker: Danny Beagle, Geoff Piller, Lawrence Martin, Judith Teichman, Andrea Gourdine, and Claire Caldwell.
Ayes: Martin, Madden, Teichman, Lum, Caldwell, and Gourdine.
Action: Approved
Motion: 101

Ms. Orr-Smith presented her final draft of the October issue of the newsletter, now entitled "Destinations," and reviewed the proposed content of the November issue, and reviewed an update on the Focus Group meetings. Ms. Orr-Smith stated 50,000 copies of the newsletter are being printed and an additional 50,000 copies will be ready for distribution on October 29, 1999. After discussion, a **Motion was made, seconded, and carried to** accept Ms. Orr-Smith 's report.

Speaker:	Gayle Orr-Smith, Geoff Piller, Lawrence Martin, Judith Teichman, and Andrea Gourdine.
Action:	Approved
Ayes:	Martin, Madden, Teichman, Lum, Caldwell, and Gourdine
Motion:	102

There being no further business the meeting was adjourned 5:20 p.m.

Respectfully Submitted by:

Geoff Piller
Board Secretary

GP:jm opeiu 3 afl cio 142

NOTICE OF REGULAR MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, NOVEMBER 16, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF OCTOBER 26, 1999 MIF REGULAR MEETING.** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Action as required:

a) Employee Assistance Program Update Report.
b) Peer Assistant Program Update Report

(7) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS –**

a) Coordinator's Report – Action as required.
b) Ambassador Program Report
    (1) Ambassador Training Program – Action as require.
    (2) New Operator Training Program – Action as required.
    (3) Other Ambassador Program projects – Action as required.
c) Update on Friends of Muni Program.
    (1) "Destinations" Newsletter – Action as required.
    (2) Focus Groups – Action as required.
    (3) Friends logo design – Action as required.
    (4) Other Friends Program projects – Action as required.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

ACCESSIBLE MEETING POLICY - **Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.**

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, NOVEMBER 16, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room-Mezzanine
3:30 p.m.

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PRESENT: Martin (Chairman), Daly (T), Caldwell (T), Antonio (T), Madden (A), Hatch (A),Teichman (A), and Lum (A)

ABSENT: Gourdine (T)

STAFF IN ATTENDANCE: Geoff Piller, Board Secretary
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: Tom Farris, Claremont Behavioral Health Services, Inc.
Gayle Orr-Smith, Heiress Consulting

(1) CALL TO ORDER - Chairman Martin called the November 16, 1999 Municipal Railway Improvement Fund regular meeting to order.

(2) ROLL CALL WAS MADE.

(3) MINUTES OF OCTOBER 26, 1999 - Chairman Martin asked the Board to review the October 26, 1999 Municipal Railway Improvement Fund Minutes. After review, a Motion was made, seconded, and carried to approve the Minutes of the October 26, 1999 regular monthly meeting as presented.
Speaker: Lawrence Martin
Action: Approved
Ayes: Martin, Caldwell, Madden, Teichman, Lum, Daly, and Hatch.
Motion: 103

(4) PUBLIC COMMENT - None

(5) ITEMS TO BE CONTINUED - None

(6) REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.

Mr. Farris presented the following Reports: Employee Assistance Program Update dated November 16, 1999, and Peer Assistance Program Report dated November 16, 1999. In his report, he noted that the Claremont would implement a Trauma Response Program effective December 1, 1999. After discussion of the Program, Mr. Farris was asked to incorporate into the proposal plans for, (1) active intervention on behalf of personnel who are the victims of assaults, (2) training of the Peer Assists and Transport Workers Union staff in trauma response and (3) how referrals to the Program will be made within Muni. Mr. Farris was asked to prepare a draft Trauma response proposal incorporating these changes for review by the Fund's executive staff and by the Board at its December 21, 1999 meeting. After discussion, **a Motion was made, seconded, and carried to** authorize Claremont to proceed with the Trauma Response Program subject to the further refinements discussed above.

Speaker: Tom Farris, Claire Caldwell, Geoff Piller, Lawrence B. Martin, John Madden, and Judith Teichman.
Action: Approved
Ayes: Martin, Madden, Teichman, Lum, Caldwell, Daly, and Hatch.
Motion: 104

Mr. Farris reported that Mr. Edward Reed has informed Claremont that he will no longer be able to oversee the Peer Assistance Program. After discussion, Mr. Farris was asked to discuss Claremont's plans for replacement of Mr. Reed with the executive staff prior to the next Board.

Speaker: Tom Farris, and Lawrence B. Martin.
Action: None

(7) "FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -

Ms. Gayle Orr-Smith presented a Report dated October 26, 1999 entitled, "Friends of Muni Focus Groups." After review of the report Ms. Orr-Smith was asked to prepare a draft discussing the results of the Focus groups for review at the Board's December 21, 1999 meeting. Ms. Orr-Smith also discussed the November issue of the "Destinations" Newsletter and the distribution methods under consideration, including use of student volunteers to hand out copies at metro stations. The Board discussed the size of the Newsletter and asked Ms. Orr-Smith to review the merits of a smaller size at the December 21 Board meeting. Ms. Orr-Smith concluded her report by noting that work on a "Friends" logo is pending. After review, **a Motion was made, seconded, and carried to** accept the "Friends of Muni" report.

Speaker: Gayle Orr-Smith, Judith Teichman, John Madden, Lawrence B. Martin, and Geoff Piller.
Action: Approved
Ayes: Martin, Madden, Teichman, Lum, Caldwell, Daly, and Hatch.
Motion: 105

Mr. Beagle presented two reports—"Ambassadors Program Training Projection" dated November 1999 and a "Cumulative Attendance Report" dated November 16, 1999 – and stated that the Program is suffering from general attendance problems and management absenteeism. In November the number of attendees dropped to 19 per session. The Board directed Mr. Beagle schedule a meeting with Muni General Manager Michael Burns to discuss attendance in the Program. After discussion, a **Motion was made, seconded, and carried to** (1) to direct Mr. Beagle to prepare a report on an actual count on those attending the Ambassador Training Program by classification and (2) to accept the Program Coordinator's and Muni Ambassadors Reports.

Speaker: Danny Beagle and Lawrence B. Martin.
Action: Approved
Ayes: Martin, Madden, Teichman, Lum, Caldwell, Daly, and Hatch.
Motion: 106

There being no further business the meeting was adjourned 5:24 p.m.

Respectfully submitted by,

Geoff Piller
Board Secretary

GP:jm opeiu 3 afl cio 142

NOTICE OF REGULAR MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, DECEMBER 21, 1999
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF NOVEMBER 16, 1999 MIF REGULAR MEETING.** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED -** None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** – Action as required:

a) Employee Assistance Program Update Report
b) Peer Assistant Program Update Report
c) Draft budget for 2000-2001 fiscal year.

(7) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS –**

a) Coordinator's Report
   (1) Draft Report and Fiscal Year 2000-2001 Budget for the Ambassador, Friends of Muni, and other projects – Action as required.

b) Ambassador Program Report
   (1) Ambassador Training Program – Action as required.
   (2) New Operator Training Program – Action as required.
   (3) Other Ambassador Program projects – Action as required.

c) Friends of Muni Program – Report
   (1) "Destinations" Newsletter – Action as required.
   (2) Focus Groups – Action as required.
   (3) Friends logo design – Action as required.
   (4) Other Friends Program projects – Action as required.

NOTE - Items listed on this calendar will not be heard before the stated time.

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(opein 3 afl cio 142: mifc)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, DECEMBER 21, 1999
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room-Mezzanine
3:30 p.m.

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PRESENT: **Martin (Chairman), Daly (T), Antonio (T), Madden (A), and Teichman (A)**

ABSENT: **Gourdine (T), Caldwell (T), Lum (A), and Hatch (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Board Secretary**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Health Services, Inc.**
Audra and Audrey Knight, Knight & Associates

(1) **CALL TO ORDER** - Chairman Martin called the December 21, 1999 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF NOVEMBER 16, 1999** - Chairman Martin asked the Board to review the November 16, 1999 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the November 16, 1999 regular monthly meeting as presented.

Speaker: Lawrence Martin
Action: Approved
Ayes: Martin, Antonio, Daly, Madden, and Teichman.
Motion: 107

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**

Mr. Farris presented the following Reports: Employee Assistance Program Update dated December 20, 1999, and Peer Assistance Program Report dated December 20, 1999. Mr. Farris stated that he is preparing a draft of the trauma response program discussed at the November Board meeting but needs Muni Management's cooperation to produce a comprehensive plan for the program. Mr. Farris was asked to meet with the Executive Staff to review his efforts to obtain management cooperation. Mr. Farris also reported that Claremont has met with staff at San Francisco General Hospital who handle Muni's workers compensation cases to present the Employee Assistance and Peer Assistance Programs, and that Claremont intended to continue this type of out reach. Mr. Farris noted that Claremont has not received payment for safety-sensitive operator other than operators employees since June 30, 1998, which left an unpaid balance of $79,500.00. On October 22, 1999 Claremont received and signed an Agreement that covered July 1, 1998 through June 30, 1999 and was informed that payment was imminent. A new Agreement is being drafted for July 1, 1999 forward. After discussion, Chairman Martin noted he would check the status of the new Agreement.

Speaker: Tom Farris, Lawrence Martin, Ray Antonio and Judith Teichman
Motion: None

Mr. Farris reported Mr. Edward Reed will continue his services with the Peer Assistance Program until Claremont fills his position and that Claremont is preparing a draft budget which will include a weekend long for Muni health and substance affairs educational project. After discussion, **a Motion was made, seconded, and carried** to accept the Claremont Behavioral Health Services report.

Speaker: Tom Farris, Lawrence Martin, John Madden and Ray Antonio
Action: Approved
Ayes: Martin, Antonio, Daly, Madden, and Teichman
Motion: 108

(7) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -**

Mr. Beagle presented a "Draft Report on the Ambassador/Friends of Muni Program" which contained, a summary of fiscal year 1999-2000 activities to date and projections for the remainder of fiscal year 1999-2000 and fiscal year 2000-2001. After discussion, Mr. Beagle was direct to work with David Ragland to incorporate polling, data, PSR's, absenteeism, feed back from class participants, and data collected from the focus group meetings into the report.

Speaker: Danny Beagle, John Madden, and Lawrence Martin
Motion: None

Mr. Beagle noted that Ms. Orr-Smith was absent because of the "Singing for Their Supper" project and he presented a report entitled, "Friends of Muni Phase One: Focus Groups Informational Summary," dated December 21, 1999. The Report reflects that Ms. Orr-Smith held eighteen Focus Group meetings from August through December 1999, with one hundred and ninety six participants, and Ms. Orr-Smith compiled a statistical breakdown for each. The Report also summarized the participants' twelve top issues and highest priority concerns.

Speaker: Danny Beagle, John Madden, and Lawrence Martin
Motion: None

Mr. Beagle stated that the"Destinations" Newsletter is being distributed as planned and there has been a positive response by the riding public. However, after meeting with Mr. Pepito Dixon, Muni Workfare Coordinator and Fleet Appearance Manager, problems in newsletter circulation resulted in the decision to reduce the newsletter production run to seventy-five thousand.

Speaker: Danny Beagle
Motion: None

Mr. Beagle presented two reports from Knight & Associates and StirFry Seminars. Mr. Knight discussed concerns and participation and attendance of the training program. Chairman Martin asked Mr. Knight to submit a report on the problem areas for review with Muni General Manager Micheal Burns by the first or second week of January 2000. Mr. Beagle summarized the planning of the "Train the Trainer program." He said that, according to Muni training department head David Peery, the program would begin March 2000 and StirFry Seminars and Knight & Associates would present their proposals for the "Train the Trainer" Program at the next Board Meeting.

Speaker: Audra Knight, Audrey Knight, Danny Beagle, Judith Teichman, John Madden, and Judith Teichman.
Motion: None

Finally, Mr. Beagle stated that he met with Muni General Manager Michael Burns late November 1999 and presented the Managerial Data Report on the Ambassador Program. Chairman Martin recommended that Mr. Beagle work with Ms. Orr-Smith to prepare and schedule two additional focus groups, one with Muni employees and the other with the Board of Supervisors and the Mayor. After discussion, **a Motion was made, seconded, and carried to** accept the Coordinator's report.

Speaker: Danny Beagle and Lawrence Martin
Action: Approved
Ayes: Martin, Daly, Madden, Antonio, and Teichman.
Motion: 109

There being no further business the meeting was adjourned 4:55 p.m.

Respectfully Submitted by
Geoffrey Piller, Board Secretary

NOTICE OF REGULAR MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, JANUARY 18, ~~1999~~ 2000 jm.
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF DECEMBER 21, 1999 MIF REGULAR MEETING.** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED** - None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.** –

a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.

(7) **PROGRAM COORDINATOR'S REPORT** –

1) Draft Fund Budget for the 2000-2001 fiscal year – Action as required.
2) Draft Annual Report for the 1999-2000 fiscal year – Action as required.

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** –

1) Ambassadors Training Update – Action as required.
2) "Train the Trainer" Proposed implementation plan – Action as required.
3) Friends of Muni Update – Action as required.
4) Destinations Newsletter Update – Action as required.

NOTE - **Items listed on this calendar will not be heard before the stated time.**

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(opeiu 3 afl cio 142: mifc)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, JANUARY 18, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room-Mezzanine
3:30 p.m.

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PRESENT: **Antonio (Acting Chairman), Daly (T), Teichman (A), and Lum (A)**

ABSENT: **Martin (Chairman), Gourdine (T), Caldwell (T), Madden (A), and Hatch (A)**

STAFF IN ATTENDANCE: **Geoff Piller, Board Secretary**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Health Services, Inc.**
Gay Orr-Smith, Heiress Consulting
Audra and Audrey Knight, Knight & Associates

(1) **CALL TO ORDER** – Acting Chairman Antonio called the January 18, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF DECEMBER 21, 1999** - Acting Chairman Antonio asked the Board to review the December 21, 1999 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried** to approve the Minutes of the December 21, 1999 regular monthly meeting as presented.

Speaker: Ray Antonio
Action: Approved
Ayes: Antonio, Daly, Lum, and Teichman.
Motion: 110

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**
Mr. Farris presented the following Reports: Employee Assistance Program Update dated January 14, 1999, and Peer Assistance Program Report dated January 18, 1999.
Mr. Farris stated that Claremont has still not received payment from the City for the miscellaneous employees, and their last payment was for services through June 30, 1998.
Mr. Farris also stated that Claremont submitted a budget report, and a report concerning the Peer Assistance Program for incorporation into the Fund's 1999-2000 Annual Report.
Mr. Farris stated that he anticipates that Claremont will soon have a candidate for the Peer Assistance Program to succeed Mr. Reed and that the candidate can be interviewed by the labor-management oversight committee. He also noted that their implementation of the trauma response program is pending the participation of Muni management which, thus far, has been limited. After discussion, **a Motion was made, seconded, and carried** to accept the Claremont Behavioral Health Services reports.
Speaker: Tom Farris, Geoff Piller, and Judith Teichman
Action: Approved
Ayes: Antonio, Teichman, Lum and Daly
Motion: 111

(7) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS** -
Ms. Orr-Smith presented a report entitled, "MIF Christmas Caroling Project December 1999" She noted that General Manager Burns suggested that the effort involved in coordinating the food drive along side the caroling program appeared to be better spent elsewhere in light of the many other holiday food drives. Ms. Orr-Smith stated that she had also discussed with Mr. Burns development of a program in the public schools to educate students regarding crime prevention and other Muni issues. She also noted that Chairman Martin had asked her to invite the Caroling project volunteers to meet the Board of Trustees at a reception held in their honor after the February Board meeting.
Speaker: Gayle Orr-Smith, Ray Antonio, Irwin Lum, and Geoff Piller
Motion: None

Mr. Beagle presented a draft report entitled "Proposed Municipal Railway Improvement Fund Budget and Expense Report" for the fiscal year July 1, 2000 through June 30, 2001. After review of the report, he summarized Ambassadors Program attendance since training resumed after the holiday season. He noted that Ms. Lisa Mancini asked him to send her a report concerning supervisor and manager attendance in the Ambassador Training Program. After discussion, Acting Chair Antonio asked Mr. Beagle to submit a report concerning Ambassador Program training attendance at the next meeting.
Speaker: Danny Beagle and Ray Antonio
Motion: None

Mr. Beagle distributed a draft Fund Annual report for 1999-2000 and a draft budget for the 2000-2001 fiscal year and asked the Board for comments by January 31. After discussion, **a Motion was made, seconded and carried** to accept the Friends of Muni and Operator as Ambassador Program reports.

Speaker: Danny Beagle, Ray Antonio, Irwin Lum, Judith Teichman, and Geoff Piller
Action: Approved
Ayes: Antonio, Teichman, Lum, and Daly
Motion: 112

There being no further business the meeting was adjourned at 4:45 p.m.

Respectfully Submitted by
Geoffrey Piller, Board Secretary

GP:jm

opeiu 3 afl cio 142

NOTICE OF REGULAR MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, FEBRUARY 15, 2000
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
City Suite Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF JANUARY 18, 2000 MIF REGULAR MEETING.** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED -** None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**

a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.

(7) **PROGRAM COORDINATOR'S REPORT**

1) Annual Report for the 1999-2000 fiscal year – Action as required.
2) Funding Proposal for the fiscal year 2000-2001 – Action as required.
3) Proposed Implementation Plan for the Train-the-trainer program – Action as required.

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS**

1) Ambassadors Training Update – Action as required.
2) Friends of Muni Update – Action as required.
3) "Destinations" Newsletter Report – Action as required.
4) "Transfers" singing group update – Action as required.

Immediately following adjournment of the meeting, a reception will be held in honor of the "Transfers" (Christmas caroling Muni operators).

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the Fund's efforts to accommodate persons with disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Fund to accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. (For more information on your rights under the Sunshine Ordinance or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force.)
(opeiu 3 afl cio 142: mifc)

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, FEBRUARY 15, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
City Suite Room-Mezzanine
3:30 p.m.

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PRESENT: **Gourdine (Acting Chair), Antonio (T), Madden (A), Hatch (A), and Teichman (A)**

ABSENT: **Martin (Chairman), Caldwell (T), Lum (A), Daly (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Board Secretary**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Health Services, Inc.**
Carolyn Devine, Heiress Consulting
Perry Lang, Heiress Consulting
Audra and Audrey Knight, Knight & Associates
Laura Gieben, StirFry Seminars
Edward Reed, Peer Assistance Program
Robert Mason, San Francisco Municipal Railway
Pepito Dixon, San Francisco Municipal Railway

(1) **CALL TO ORDER** – Acting Chair Gourdine called the February 15, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS MADE.**

(3) **MINUTES OF JANUARY 18, 2000** - Acting Chairperson Gourdine asked the Board to review the January 18, 2000 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the January 18, 2000 regular monthly meeting with the correction of the date of the meeting as "January 18, 2000".

Speaker: Acting Chair Andrea Gourdine
Action: Approved
Ayes: Gourdine, Madden, Teichman, Antonio and Hatch
Motion: 113

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**
Mr. Farris reviewed the "EAP Report" dated February 14, 2000, and "Peer Assistance Program Report" dated February 14, 2000. After Discussion of these reports he noted that Claremont has now received full payment for the miscellaneous employees for the period July 1, 1998 through June 30, 1999 and that General Manager Michael Burns assigned Ms. Barbara Conway to oversee conclusion of a new Agreement for Claremont Behavioral Health Services for the fiscal year July 1, 1999 through June 30, 2000. The Board asked whether the City could simply amend the contract for the fiscal year July 1, 1998 through June 30, 1999 rather than create en entirely new agreement for the miscellaneous safety sensitive employees. Acting Chair Gourdine stated that she will follow up with Ms. Conway to discuss the amendment of the contract.

Mr. Farris reported that Mr. Norman Willis, the new Peer Assistance Program Coordinator, will begin March 1, 2000 and that Claremont is making progress with the Family Health Education Fair for Muni operators and their families. Mr. Farris noted that the conference of the Substance Abuse Program Administrators Association was held last week in San Francisco and Ray Antonio addressed the conference concerning the Peer Assistants Program. He also reported that, he had asked Mr. David Peery for a representative from Muni management to provide a report on how the trauma response program could be implemented at Muni. The Board suggested that Mr. Farris obtain information from AC Transit, and BART, and submit a report for Chairman Martin's review before the next Board meeting concerning AC Transit's and BART'S experience with trauma response and how Claremont suggests the program could be implemented at Muni. After discussion, **a Motion was made, seconded, and carried to** accept Claremont Behavioral Health Services report.

Speaker: Tom Farris, Geoff Piller, John Madden, Judith Teichman and Ray Antonio.
Action: Approved
Ayes: Gourdine, Madden, Teichman, Antonio and Hatch
Motion: 114

(7) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -**
Mr. Beagle distributed and reviewed a summary of polling data and of the average monthly absences in all Municipal Railway divisions over the past six months. After discussion of the summary, Mr. Beagle noted that he had distributed the latest draft of the Fund's Annual Report to the Board by mail and asked the Trustees to review the draft and to contact him with their comments.

Speaker: Danny Beagle, Judith Teichman, Andrea Gourdine, John Madden, Geoffrey Piller and Ray Antonio.
Action: Approved
Ayes: Gourdine, Madden, Teichman, Antonio, and Hatch
Motion: 115

Mr. Beagle presented the draft of the Fund Budget for fiscal year July 1, 2000 through June 30, 2001 revised to reflect the Board's comments. After discussion, **a Motion was made, seconded, and carried to** approve the Budget as presented.
Speaker: Danny Beagle, Andrea Gourdine, and John Madden
Action: Approved
Ayes: Gourdine, Madden, Teichman, Antonio, and Hatch
Motion: 116

Mr. Beagle presented a plan for the proposed implementation of the "Train-the-trainer" program stating that he was meeting with StirFry and Knight & Associates to review their proposed curriculum and the costs of training the Muni training department staff on the Ambassadors curriculum. After discussion, **a Motion was made, seconded, and carried to** ask the City Attorney's office whether the development of a "train the trainer" curriculum in encompassed within the existing StirFry and Knight contracts.
Speaker: Danny Beagle, Andrea Gourdine, and John Madden
Action: Approved
Ayes: Gourdine, Madden, Teichman, Antonio, and Hatch
Motion: 117

Mr. Beagle noted that the average number of participants in the Ambassador Training Program has dropped to 15 and that the program suffered from the absence of management participation. Ms. Devine stated that Ms. Orr-Smith presented a report on the focus group meetings to General Manager Burns. She also stated that Ms. Orr-Smith has also informed Mr. Burns and that the volunteer singing group "the Muni Transfers" would like to continue singing for future Muni events.
Speaker: Carolyn Devine
Action: None

There being no further business the meeting was adjourned 5:56 p.m.

Respectfully submitted by
Geoff Piller
Board Secretary

GP:jm

opeiu 3 afl cio 142

NOTICE OF REGULAR MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, MARCH 21, 2000
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF FEBRUARY 15, 2000 MIF REGULAR MEETING.** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED** - None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**
a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.

(7) **CONTRACT FOR SECRETARY TO BOARD OF TRUSTEES**
Review of proposed contract for Secretary to the Board of Trustees – Action as required.

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS**
1) Update on attendance – Action as required.
2) Update on "Operator as Ambassador" schedule – Action as required.
3) Muni request for training of certain personnel through the Muni Improvement Fund.
Review of Muni proposal to train certain Muni personnel using StirFry Seminars and Consulting and Knight & Associates under the Muni Improvement Fund – Action as required.
4) Update on the "Train-the-Trainer" Program – Action as required.
5) Amendment extending training contracts for StirFry Seminars and Consulting and Knight & Associates – Action as required.
6) "Destinations" Newsletter Report – Action as required.

(9) **ADJOURNMENT**

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Office: (415) 554-6171
Fax: (415) 554-6177
Email: Rachel_AmstineO'Hara@ci.sf.ca.us

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The public may inspect documents referred to in this agenda from: Jacqueline Morante, Municipal Railway Improvement Fund, 1508 Fillmore Street, Suite 211, San Francisco, CA 94115, and you may also call (415) 440-6823.

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, MARCH 21, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter I Room-Mezzanine
3:30 p.m.

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PRESENT: **Martin (Chairman), Antonio (T), Madden (A), Teichman (A), Hatch (A), and Lum (A)**

ABSENT: **Gourdine (T), Caldwell (T), Daly (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Board Secretary**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Health Services, Inc.**
Norman Willis, Peer Assistance Program
Gayle Orr-Smith, Heiress Consulting

(1) **CALL TO ORDER** – Chairman Martin called the March 21, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF FEBRUARY 15, 2000** - Chairman Martin asked the Board to review the February 15, 2000 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the February 15, 2000 regular monthly meeting as presented.

Speaker: Chairman Martin
Action: Approved
Ayes: Martin, Madden, Teichman, Antonio, Hatch and Lum
Motion: 118

(4) **PUBLIC COMMENT - None.**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**
Mr. Farris reviewed the "Employee Assistance Program Report" dated March 17, 2000, and "Peer Assistance Program Report" dated March 17, 2000, and introduced Mr. Norman Willis, the new Coordinator for the Peer Assistance Program. He reported that Claremont will meet with Mr. Antonio and Muni representatives on March 21, 2000 to resolve the Fiscal Year 1999 - 2000 Claremont contract for Muni safety-sensitive employees other than operators. He also stated that he would be meeting with Muni on March 22, 2000 to discuss implementation of the Trauma Response Program. The Board asked Mr. Farris to contact Trustee Gourdine to discuss implementation of the Trauma Response Program.

Speaker: Tom Farris, Irwin Lum, Judith Teichman, and John Madden
Action: Approved
Ayes: Martin, Madden, Teichman, Antonio, Hatch and Lum
Motion: 119

(7) **CONTRACT FOR SECRETARY TO BOARD OF TRUSTEES –**
Mr. Piller stated that he has prepared a contract conforming to standard City contract requirements providing for the hourly rate of $175.00 authorized by the Board at its first meeting and containing as a description of services to be provided the, "Resolution Concerning Secretary to the Board of Trustees" adopted by the Board at its August 1999 Meeting. He requested the Board's authorization of the Contract subject to approval by the City Attorney. After discussion, **a Motion was made, seconded, and carried to** approve the Contract, subject to the City Attorney's approval, and to authorize the Chairman and Treasurer to sign on the Board's behalf.

Speaker: Geoffrey Piller, John Madden, and Judith Teichman
Action: Approved
Ayes: Martin, Madden, Teichman, Antonio, Hatch and Lum
Motion: 120

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -**
Mr. Beagle reviewed and discussed the Coordinators Report dated March 21, 2000. The Report stated that he and the Municipal Railway Improvement Fund representatives met with Muni General Manager Michael Burns and his staff on March 3, 2000. Because attendance of the Ambassador program training sessions has dropped to 15-18 participants per class, Ms. Lisa Mancini and Mr. Lou Johnson assigned Mr. Neville Hunt to monitor and schedule Muni management personnel. Mr. Beagle also reported that Muni has asked to engage a StirFry trainer to attend and observe certain Management training classes and to do so under the Fund's StirFry Agreement. Mr. Piller stated that

he has submitted this request to the City Attorney and has been advised by City Attorney Robert Maerz that this request can be accommodated under the Fund's training agreements. Mr. Beagle noted that Muni would pay the full cost of the trainer. After discussion, a Motion was made, seconded and carried to approve Muni's request. Chairman Martin noted that Muni should also ask Knight & Associates to attend the same training sessions.

Speaker: Danny Beagle, Lawrence Martin, Irwin Lum, Geoffrey Piller, and Ray Antonio
Action: None

Mr. Beagle reported that Mr. Burns also agreed to assign staff to work with the Fund to begin the research and curriculum development phase of the Train-the-trainer program. They are in the process of negotiating the cost with StirFry Seminars & Consulting and Knight & Associates, and will meet again on May 27, 2000. Mr. Piller stated that SitrFry and Knight & Associates contracts would expire March 31, 2000 and asked the Board for approval to renew their contracts to complete the Phase II Ambassador Training Program. After discussion, **a Motion was made, seconded, and carried to** direct Mr. Piller to prepare extensions of the contracts for StirFry and Knight and Associates to complete the Ambassador Training Program.

Speaker: Danny Beagle, and Geoffrey Piller
Action: Approved
Ayes: Martin, Madden, Teichman, Antonio, Hatch and Lum
Motion: 121

Mr. Beagle distributed a draft of the web site for the Municipal Railway Improvement Fund and asked the Trustees for their comments.

Speaker: Danny Beagle
Action: None

"FRIENDS OF MUNI" / "DESTINATIONS" NEWSLETTER

Ms. Orr-Smith reported that letters were sent to community leaders, City Departments, and community organizations thanking them for their participation in the "Friends of Muni" focus group meetings and "Destinations" newsletters. Ms Orr-Smith stated that the program is moving forward and she reviewed the distribution system developed for "Destinations," distributed draft of Fund logos, and asked the Board for their approval. After discussion and review, the Board asked Ms. Orr-Smith to add a schedule for publication of the "Destinations" newsletter on the website. Ms. Orr-Smith also reported that "Destinations" has received a local printing industry award for design, presentation

and printing quality. **A Motion was made, seconded and carried to** approve one of the logos and to accept the "Friends of Muni" report as presented.

Speaker: Gayle Orr-Smith, John Madden, Judith Teichman, Lawrence Martin, Geoffrey Piller, and Ray Antonio
Action: Approved
Ayes: Martin, Madden, Teichman, Antonio, Hatch and Lum
Motion: 122

There being no further business the meeting was adjourned 4:50 p.m.

Respectfully submitted by
Geoff Piller
Board Secretary

GP:jm

opeiu 3 afl cio 142

NOTICE OF REGULAR MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, APRIL 18, 2000
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Sutter I Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF MARCH 21, 2000 MIF REGULAR MEETING.** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED** - None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**
- a) Employee Assistance Program Update Report – Action as required.
- b) Peer Assistant Program Update Report – Action as required.

(7) **CONTRACT FOR SECRETARY TO BOARD OF TRUSTEES**
Review of proposed contract for Secretary to the Board of Trustees – Action as required.

(8) **"OPERATOR AS AMBASSADOR" PROGRAMS**
- a) Presentation Report to Municipal Transportation Agency – Action as required.
- b) Update concerning Ambassador Program – Action as required.
- c) Update concerning Train-the-Trainer Program – Action as required.
- d) Review of Trainers' Contract Extensions for 4/1/00 through 6/30/01 – Action as required.

(9) **"FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER**
- a) Update concerning the "Muni Transfers" – Action as required.
- b) Update concerning "Destinations" publication and distribution – Action as required.
- c) Update concerning "Friends" Focus Groups – Action as required.

(10) **ADJOURNMENT**

NOTE - Items listed on this calendar will not be heard before the stated time.

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PRESENT: **Martin (Chairman), Gourdine (T), Antonio (T), Madden (A), Teichman (A), Hatch (A), Lum (A), and Daly (T)**

ABSENT: **Caldwell (T)**

STAFF IN ATTENDANCE: **Geoff Piller, Board Secretary**
Danny Beagle, Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: **Tom Farris, Claremont Behavioral Health Services, Inc.**
Norman Willis, Peer Assistance Program
Gayle Orr-Smith, Heiress Consulting
Carolyn Devine, Heiress Consulting
Laura Gieben, StirFry Seminars & Consulting
Audra Knight, Knight & Associates
Audrey Knight, Knight & Associates

(1) **CALL TO ORDER** – Chairman Martin called the April 18, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF MARCH 21, 2000** - Chairman Martin asked the Board to review the March 21, 2000 Municipal Railway Improvement Fund Minutes. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the March 21, 2000 regular monthly meeting, as presented.

Speaker: Chairman Martin
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 123

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**
Mr. Farris reviewed the "Employee Assistance Program Report" dated April 18, 2000, and "Peer Assistance Program Report" dated April 18, 2000. He reported that Claremont met with Mr. Antonio and Muni representatives on March 21, 2000 to resolve the Fiscal Year 1999 - 2000 Claremont contract for Muni safety-sensitive employees other than operators discussed extension of the Claremont contract through June 2001. He also reported that he met with Mr. Jeff Gary to discuss a proposal to implement a "Trauma Response Program". Chairman Martin noted that he has discussed the separate operation of the EAP and SAP programs with Muni Labor Relations Chief Larry Williams and Mr. Williams agreed to address coordination of the two programs. After discussion, **a Motion was made, seconded, and carried to** approve the report presented by Mr. Farris.

Speaker: Tom Farris, Lawrence Martin, Judith Teichman, and Ray Antonio
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 124

(7) **CONTRACT FOR SECRETARY TO BOARD OF TRUSTEES –**
Mr. Piller stated that City Attorney has asked him to add a description of services which embellishes on the description contained in the Resolution Concerning Board Secretary to the Board of Trustees adopted by the Board at its March 21, 1999 meeting. Mr. Piller reviewed the proposed description which, he noted, has been approved by the City Attorney. After discussion, **a Motion was made, seconded, and carried to** approve the description of services for inclusion in the contract for Secretary to the Board and to approve the Secretary's report as presented.

Speaker: Geoffrey Piller and Andrea Gourdine
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 125

(8) **"FRIENDS OF MUNI" AND "OPERATOR AS AMBASSADOR" PROGRAMS -**
Mr. Beagle presented a report entitled "Municipal Railway Improvement Fund" dated May 2000. He stated that the Report was to be presented to the San Francisco Municipal Transportation Agency at its May 2, 2000 meeting. Mr. Beagle explained that this is the final version of the Report previously presented to the Board in draft and describes "The Ambassador Training Program," "Friends of Muni Program,""Destinations" Newsletter and the "Peer Assistance Program."After discussion, Mr. Beagle was directed to add to

the report a cover letter outlining the Fund's goals for 2000 – 2001, including the Fund's intent to focus the Friends Program on safety and crime issues, and the Fund budget for the 2000 – 2001 fiscal year.

Speaker: Danny Beagle, Lawrence Martin, Irwin Lum, Geoffrey Piller, and A. Gourdine.
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 126

Mr. Beagle distributed and reviewed a memo dated April 18, 2000 entitled "Pilot Train the Trainers Program" which proposes that Knight & Associates and StirFry initiate the "train the trainer" program described in their Fund contracts. After discussion, **a Motion was made, seconded, and carried to** authorize Knight and StirFry to proceed with the proposal the "Train-the-Trainer Pilot Program" at a total cost not to exceed $55,000.00 dollars subject to, a) submission of a time line for completion of the Pilot at the May Board meeting, and b) the reservation that no additional funding will be authorized before review of hours extended to date in the estimate of future hours necessary to complete the project.

Speaker: Danny Beagle, Lawrence Martin, Geoffrey Piller, Gayle Orr-Smith and Andrea Gourdine.
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 127

Mr. Piller stated that the Fund's contracts for SitrFry Consultants and Knight & Associates expired March 31, 2000 and asked the Board for its authorization to renew the contracts to complete the Phase II Ambassador Training Program through the end of the 2000 – 2001 fiscal year. After discussion, **a Motion was made, seconded, and carried to** accept the Ambassadors Program report and direct Mr. Piller to prepare extensions of the contracts for StirFry and Knight to complete the Phase II Ambassador Training Program.

Speaker: Danny Beagle, and Geoffrey Piller
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 128

The Board asked Mr. Beagle to provide (1) a schedule of May training sessions and (2) a summary of Ambassadors Training participants' comments concerning the training sessions.

"FRIENDS OF MUNI" / "DESTINATIONS" NEWSLETTER
Ms. Orr-Smith stated that the distribution system developed for "Destinations" is moving forward, the "Friends" received many responses to the "Molly Muni" column, and the April issue would be printed and distributed on April 21, 2000. Ms. Orr-Smith concluded her report by stating SFPD Captain Tachini is going to introduce her to his successor tomorrow and she expects to report on police-coordination and safety issues at the next Board meeting. After discussion, **a Motion was made, seconded and carried to** approve the "Friends of Muni" report as presented.

Speaker: Gayle Orr-Smith, John Madden, Judith Teichman, Lawrence Martin,
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 129

There being no further business the meeting was adjourned 4:50 p.m.

Respectfully submitted by
Geoff Piller
Board Secretary

GP:jm

opeiu 3 afl cio 142

NOTICE OF REGULAR MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, MAY 16, 2000
3:30 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
City Suite Room - Mezzanine

(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF APRIL 18, 2000 MIF REGULAR MEETING** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED** - None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**

a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.
c) "Family Day" Planning – Action as required.

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(7) **"OPERATOR AS AMBASSADOR" PROGRAMS**

a) Update concerning Ambassador Program – Action as required.
b) Update concerning Train-the-Trainer Program – Action as required.
c) Renewal of Trainers' Contracts for 4/1/00 through 6/30/01 – Action as required.
d) Review of Contract with David Binder Research for surveys related to the Ambassador Program – Action as required.

(8) **"FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER**

a) Update concerning "Destinations" publication and distribution – Action as required.
b) Update concerning "Friends" Focus Groups – Action as required.

(9) **ADJOURNMENT**

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE - (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reading its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force. You may obtain a copy of the Sunshine Ordinance or obtain information concerning the Sunshine Ordinance at the following address:

Rachel Amstine O'Hara, Clerk
City Hall, Room 362
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
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Fax: (415) 554-6177
Email: Rachel_ArnstineO'Hara@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The public may inspect documents referred to in this agenda from: Jacqueline Morante, Municipal Railway Improvement Fund, 1508 Fillmore Street, Suite 211, San Francisco, CA 94115, and you may also call (415) 440-6823.

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, MAY 16, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
City Suite Room-Mezzanine
3:30 p.m.

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PRESENT: Martin (Chairman), Gourdine (T), Daly (T), Madden (A), Teichman (A), Hatch (A), and Lum (A)

ABSENT: Caldwell (T), and Antonio (T)

STAFF IN ATTENDANCE: Geoffrey Piller, Board Secretary
Danny Beagle, Program Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: Tom Farris, Claremont Behavioral Health Services, Inc.
Norman Willis, Peer Assistance Program
Carolyn Devine, Heiress Consulting
Perry Lang, Heiress Consulting
Audra Knight, Knight & Associates
Audrey Knight, Knight & Associates

(1) **CALL TO ORDER** – Chairman Martin called the May 16, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF APRIL 18, 2000** - Chairman Martin asked the Board to review the minutes of the Municipal Railway Improvement Fund Board of Trustees meeting of April 18, 2000. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the April 18, 2000 regular monthly meeting, as presented.

Speaker: Chairman Martin
Action: Approved
Ayes: Martin, Gourdine, Daly, and Teichman, Madden, Lum and Hatch
Motion: 130

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**

Mr. Farris reviewed the "Employee Assistance Program Report" dated May 16, 2000 and "Peer Assistance Program Report" dated May 16, 2000. He stated that the City has now fully approved the Claremont Behavioral Services Contract to provide the EAP to Muni safety sensitive employees other than operators for the period July 1999 through June 2000. He stated that planning for the Trauma Response Program was delayed because Mr. Jeff Gary was on vacation. In regard to Family Day, Mr. Farris reported that Claremont is reviewing the composition of the Family Day Planning Committee. After this discussion the Board reviewed the merits of cross-referencing EAP and Peer Assistance utilization to Ambassadors Training. After discussion, **a Motion was made, seconded, and carried to** authorize Mr. Farris to cross reference EAP and PAP utilization to the Ambassador training database and submit a report at the next meeting.

Speaker: Tom Farris, Lawrence Martin, Judith Teichman, and Geoffrey Piller
Action: Approved
Ayes: Martin, Gourdine, Daly, Teichman, Madden, Lum and Hatch
Motion: 131

A motion was made, seconded, and carried to accept the Claremont Behavioral Health Services, Inc. report as presented by Mr. Farris.

Speaker: Tom Farris, Lawrence Martin, Judith Teichman, and Geoffrey Piller
Action: Approved
Ayes: Martin, Gourdine, Daly, Teichman, Madden, Lum and Hatch
Motion: 132

(7) **"OPERATOR AS AMBASSADOR" PROGRAM -**

Mr. Beagle presented a report entitled "Coordinator's Report to the Board of Trustees Municipal Improvement Fund" dated May 16, 2000. In this Report he reviewed the May 2000 "Municipal Railway Improvement Fund" survey of Fund Programs presented to the San Francisco Transportation Agency on May 2, 2000. Mr. Beagle also reported that although Ambassador training attendance for the period fell below expectations there was an 8% increase in attendance by Management personnel

between January and late April 2000. The Board directed Mr. Beagle to correct and update the database of Ambassador training attendance and submit a revised report at the next meeting.
Speaker: Danny Beagle and Andrea Gourdine.
Action: None

Mr. Piller reported that Knight & Associates and StirFry Seminars & Consulting contracts expired March 31, 2000. He distributed and discussed draft amendments to the Knight and StirFry contracts but noted that the amount to be paid pursuant to the Amendments is subject to final determination of the number of training sessions needed to complete Phase II of the Ambassador Training Program.
Speaker: Geoffrey Piller and Judith Teichman.
Action: None

Mr. Beagle stated that David Binder Research completed fifteen separate polls on the Ambassador Program lines and was scheduled to complete thirteen or more polls by June 2001 at a cost of $1,500.00 per poll. Mr. Piller then reviewed a contract providing for the performance of a total of twenty-five (25) polls for the Ambassador Program by David Binder Research. During discussion Mr. Beagle confirmed that the budget previously submitted to the Board contained the amount required for the Binder contract. After discussion, **a Motion was made, seconded, and carried to** approve the proposed contract with David Binder Research for the years 1999 through 2001, subject to the insertion of the word "approximately" before the number of polls to be conducted.
Speaker: Danny Beagle and John Madden
Action: Approved
Ayes: Martin, Gourdine, Daly, Teichman, Madden, Lum and Hatch
Motion: 133

Mr. Beagle explained that he had several meetings with StirFry Seminars & Consulting and Knight & Associates concerning development of a curriculum for the Muni training department staff and management. He asked the Board to review a memo dated May 16, 2000 entitled "Pilot Train the Trainer Program." The Trustees directed Mr. Beagle to oversee the selection of ten to fifteen in-house Muni trainers to begin the Train-the-Trainer Program. After discussion, **a Motion was made, seconded, and carried to** authorize Mr. Beagle to begin the Train-the-Trainer Program as soon as Muni operational needs allow.
Speaker: Danny Beagle, Lawrence B. Martin, and Andrea Gourdine
Action: Approved
Ayes: Martin, Gourdine, Daly, Teichman, Madden, Lum and Hatch
Motion: 134

Mr. Beagle reported that on April 20, 2000 he and Local 250-A representatives met with the SFPD Muni Detail, Muni Security, Transit Assistants and others concerned with Muni security. In the meeting, they discussed Muni security issues and how the Ambassador Program could play a role in enhancing Muni security and intend to meet again on May 18, 2000. After discussion, Mr. Beagle was directed to develop a security plan and to report at the next Board meeting. **A Motion was made, seconded and carried to** accept the Ambassador Program Coordinator's Report.

Speaker: Danny Beagle and Lawrence B. Martin
Action: Approved
Ayes: Martin, Gourdine, Daly, Teichman, Madden, Lum and Hatch
Motion: 135

"FRIENDS OF MUNI" / "DESTINATIONS" NEWSLETTER

Mr. Beagle noted Ms. Orr-Smith could not attend today's meeting and that Mr. Lang would report on "Destinations" and Ms. Devine on the "Friends" Program. Mr. Lang displayed the award issued by the printing industry to "Destinations" and stated that fifty thousand copies of the newsletter were distributed last week. Ms. Devine then asked the Board to review the report entitled "Friends of Muni Project Update" dated May 15, 2000. She and Ms. Orr-Smith would continue scheduling focus group meetings and continue to do research on other "friends" groups and provide an updated report. After discussion, **a Motion was made, seconded and carried to** accept the Friends of Muni and "Destinations" reports presented by Mr. Lang and Ms. Devine.

Speaker: John Madden, Judith Teichman, Lawrence Martin, Perry Lang and Carolyn Devine
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Teichman, Madden, Lum and Hatch
Motion: 136

There being no further business the meeting was adjourned 5:00 p.m.

Respectfully submitted by
Geoffrey Piller
Board Secretary

GP:jm

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MUNICIPAL RAILWAY IMPROVEMENT FUND
1508 Fillmore Street, Suite 211
San Francisco, CA 94115

FACSIMILE TRANSMITTAL SHEET
TOTAL NUMBER OF PAGES TO EXPECT: (1)

PUBLIC NOTICE

DATE: JUNE 14, 2000

TO: SAN FRANCISCO PUBLIC LIBRARY

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FROM: JACQUELINE MORANTE
MIF SECRETARY

PHONE NUMBER: 415-440-6823
FAX NUMBER: 415-922-9416

MESSAGE: PLEASE POST THIS NOTICE:

THE MUNICIPAL IMPROVEMENT FUND REGULAR MONTHLY MEETING SCHEDULED FOR TUESDAY, JUNE 20, 2000 – TIME 3:30 P.M. AT THE CROWN PLAZA HOTEL HAS BEEN CANCELLED AND WILL BE RESCHEDULED FOR ANOTHER DATE.

Please send confirmation of receiving this notice to Jacqueline Morante, Fax No.: (415) 440-6823.

Thank you.

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NOTICE OF SPECIAL MEETING AND CALENDAR OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND

TUESDAY, JUNE 27, 2000
2:00 p.m.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room - Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF MAY 16, 2000 MIF REGULAR MEETING** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED** - None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**

a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.
c) Muni Employee/Family Health Initiative – Action as required.

(7) **"OPERATOR AS AMBASSADOR" PROGRAMS**

a) Update concerning Ambassador Program – Action as required.
b) Update concerning Train-the-Trainer Program – Action as required.
c) Amendment No. 1 to Knight & Associates and StirFry Seminars and Consulting Contracts – Action as required.
✓d) Muni Employee/Family Health Initiative: Proposed Plan and Committees – Action as required.
e) Report concerning Ambassador Training Data – Action as required.
f) David Binder Research Contract – Action as required.

(8) **"FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER**

a) Update concerning "Destinations" publication and distribution – Action as required.
b) Update concerning "Friends" Focus Groups – Action as required.
c) Update concerning Muni Security – related programs – Action as required.

(9) **ADJOURNMENT**

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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Fax: (415) 554-6177
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The public may inspect documents referred to in this agenda from: Jacqueline Morante, Municipal Railway Improvement Fund, 1508 Fillmore Street, Suite 211, San Francisco, CA 94115, and you may also call (415) 440-6823.

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, JUNE 26, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter III Room-Mezzanine
2:00 p.m.

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PRESENT: Antonio (Acting Chairman), Daly (T), Madden (A), and Lum (A)

ABSENT: Martin (Chairman), Caldwell (T), Gourdine (T), Hatch (A), and Teichman

STAFF IN ATTENDANCE: Geoffrey Piller, Board Secretary
Danny Beagle, Program Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: Norman Willis, Peer Assistance Program
Audra Knight, Knight & Associates
Audrey Knight, Knight & Associates

(1) **CALL TO ORDER** – Acting Chairman Antonio called the June 26, 2000 Municipal Railway Improvement Fund special meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF MAY 16, 2000 -** Acting Chairman Antonio asked the Board to review the minutes of the Municipal Railway Improvement Fund Board of Trustees meeting of May 16, 2000. After review, **a Motion was made, seconded, and carried to** approve the Minutes of the May 16, 2000 meeting subject to the following correction: Under "Also in Attendance" and throughout the minutes delete "David Perry" and insert "Perry Lang."

Speaker: Acting Chairman Antonio
Action: Approved
Ayes: Antonio, Daly, Madden, and Lum
Motion: 137
Public Comment: None

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**

Mr. Beagle reported that Mr. Farris was absent and that he would make the report on Claremont's behalf. He stated that he has submitted the Ambassador Training Program rosters to the Employee Assistance and Peer Assistance Programs as directed by the Board of Trustees for cross referencing in the May 16, 2000 meeting. He stated Claremont would report on the matter at the next Board meeting. After discussion, **a Motion was made, seconded, and carried to** accept Claremont Behavioral Health Service report as presented by Mr. Beagle.

Speaker: Danny Beagle
Action: Approved
Ayes: Antonio, Daly, Madden, and Lum
Motion: 138
Public Comment: None

(7) **"OPERATOR AS AMBASSADOR" PROGRAM -**

Mr. Beagle presented a report entitled "Coordinator's Report to the Board of Trustees Muni Improvement Fund" dated June 26, 2000 in which he reviewed the following matters:

While attendance in the Ambassadors Program training sessions has improved over the last two months, the Training Department is having difficulty providing the staff necessary for the pilot Train-the-Trainer Program. After discussion of how to implement the program in light of Muni's day to day operational needs, Acting Chairman Antonio suggested that the issue should be tabled and discussed at the next meeting.

Speaker: Danny Beagle, John Madden, and Ray Antonio
Action: None
Public Comment: None

Mr. Piller asked the Board to review and approve amendments to the Knight & Associates and StirFry Seminars & Consulting contracts extending the term through June 30, 2001. He reported the City Attorneys' office has approved as to form the Amendments that provide, respectively, that StirFry Seminars would hold up to 172 days of training sessions and Knight & Associates would conduct up to 160 sessions. He stated that the Amendments also provide for the $27,500.00 payment to StirFry and Knight for development of the 'train the trainer' pilot program approved earlier this year. He stated that Mr. Beagle has confirmed that the per session fee, the number of sessions provided for, and the lump sum pilot program fee conform to the

2000 – 2001 budget approved by the Board. After discussion, **a Motion was made, seconded, and carried to** approve the amendments extending the Knight & Associates and StirFry Seminars & Consulting contracts through June 30, 2001.

Speaker: Geoffrey Piller, Ray Antonio, and John Madden
Action: Approved
Ayes: Antonio, Daly, Madden, and Lum
Motion: 139
Public Comment: None

Mr. Beagle reviewed a proposal dated June 26, 2000 regarding the Muni Employee/Family Health Initiative. He stated the "family health" day was tentatively planned for early spring for 2001 and other events described in the proposal would be scheduled for the fall and winter of 2000. Mr. Beagle reviewed a list of experts being considered for the Advisory Committee and asked the Board for approval for of a family day budget of $40,000.00 and he noted that both amounts are provided for and conform to the 2000 – 2001 budget requirements. **Motion was made, seconded, and carried to approve** the list of experts to be asked to participate on the Advisory Committee, the $40,000.00 family day, budget, and $1,500.00 for the family day Advisory Committee cost.

Speaker: Ray Antonio, D. Daly, John Madden and Danny Beagle
Action: Approved
Ayes: Antonio, Daly, Madden, Madden and Lum
Motion: 140
Public Comment: None

Mr. Piller reported that the David Binder Research Contract is being reviewed by the City Attorneys' Office.

Speaker: Geoffrey Piller
Action: None

A motion was made, seconded, and carried to approve the Coordinator's Report.

Speaker: Danny Beagle
Action: Approved
Ayes: Antonio, Daly, Madden, Madden and Lum
Motion: 141
Public Comment: None

(8) "FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER

Ms. Orr-Smith reported that latest issue of "Destinations" is being distributed, she will meet with Messrs. Mason and Dixon to discuss problem areas of distribution. She noted that she is working with Mr. Mason to get four to eight youths to assist in distribution through the youth service program. She also described Friends meetings held in the last month.

Speaker: Gayle Orr-Smith
Action: None

Ms. Orr-Smith stated that the Friends of Muni meeting will be held on Tuesday, July 18, 2000 at Western Park Apartments to discuss services on the 38 lines, and Saturday, July 22, 2000 at Bayview Police Station to discuss issues on the 9, 15 and 54 lines.
Speaker: Gayle Orr-Smith
Action: None

Ms. Orr-Smith distributed a copy of a model for the Municipal Railway Improvement Fund website. After discussion, Acting Chairman Antonio stated he will assign Muni division chairs to follow up on distribution of "Destinations" newsletter. After discussion, **a Motion was made, seconded, and carried to** approve the "Friends" report as presented by Ms. Orr-Smith.
Speaker: Gayle Orr-Smith
Action: Approved
Ayes: Antonio, Daly, Madden, Madden and Lum
Motion: 142
Public Comment: None

Acting Chairman Antonio reported that the budget that the Board adopted for the Ambassador Training Program, Peer Assistance/Employee Assistance Program, and Friends of Muni Program was reviewed by the MTA at its May 2, 2000 Board meeting and full funding for all Municipal Railway Improvement Fund programs was submitted to the Major and Board of Supervisors for approval.

Adjournment: There being no further business the meeting was adjourned 3:27 p.m.

Respectfully submitted by:
Geoffrey Piller, Board Secretary

GP:jm

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MUNICIPAL RAILWAY IMPROVEMENT FUND
1508 Fillmore Street, Suite 211
San Francisco, CA 94115

ONE PAGE FACSIMILE TRANSMITTAL SHEET
AND PUBLIC NOTICE

PUBLIC NOTICE

DATE: JUNE 29, 2000

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FROM: JACQUELINE MORANTE
MIF SECRETARY

PHONE NUMBER: 415-440-6823
FAX NUMBER: 415-922-9416

PUBLIC NOTICE: THE MUNICIPAL IMPROVEMENT FUND REGULAR MONTHLY MEETING SCHEDULED FOR TUESDAY, JULY 18, 2000 – TIME 3:30 P.M. AT THE CROWN PLAZA HOTEL HAS BEEN CANCELLED AND WILL BE RESCHEDULED FOR ANOTHER DATE.

Please post for public viewing and send confirmation of receiving this notice to Jacqueline Morante, Fax No.: (415) 922-9416.

Thank you.

JM OFEIU 3 AFL CIO 142

NOTICE OF SPECIAL MEETING AND AGENDA
FOR THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, AUGUST 1, 2000
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room - Mezzanine

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OCT 16 2001

SAN FRANCISCO
PUBLIC LIBRARY

(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MIF MINUTES OF JUNE 26, 2000 MIF SPECIAL MEETING** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED** - None.

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**

a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.
c) Trauma Response Program Update Report – Action as required.

(7) **"OPERATOR AS AMBASSADOR" PROGRAMS**

a) Update concerning Ambassador Program – Action as required.
b) Update concerning Train-the-Trainer Program – Action as required.
c) Update concerning Municipal Railway Improvement Fund website – Action as required.
d) Muni Employee/Family Health Initiative: Proposed Plan and Committees – Action as required.
e) Report re-cross referencing of Peer Assistance and EAP utilization to Ambassadors Program attendance – Action as required.
f) Amendment No. 3 Extending Beagle & Bleiweiss Contract through June 30, 2001 – Action as required.
g) Renewal of the Local 250-A administrative and clerical services contract through June 30, 2001 – Action as required.

(8) **"FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER**

a) "Destinations" Newsletter
   1) Production Update – Action as required.
   2) Distribution Status – Action as required.
   3) "Publishing Panel" – Action as required.

b) "Friends of Muni"
   1) Project Status Report – Action as required.
   2) Security Plan – Action as required.

NOTICE OF SPECIAL MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, AUGUST 1, 2000
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room - Mezzanine

(9) ADJOURNMENT

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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Rachel Amstine O'Hara, Clerk
City Hall, Room 362
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Office: (415) 554-6171
Fax: (415) 554-6177
Email: Rachel_ArnstineO'Hara@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The public may inspect documents referred to in this agenda from: Jacqueline Morante, Municipal Railway Improvement Fund, 1508 Fillmore Street, Suite 211, San Francisco, CA 94115, and you may also call (415) 440-6823.

MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
SPECIAL MEETING
TUESDAY, AUGUST 1, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Cable Car Room-Mezzanine
3:30 p.m.

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PRESENT: Martin (Chairman), Antonio (T), Madden (A), Teichman (A), Hatch (T), and Lum (A)

ABSENT: Gourdine (A), Caldwell (T), and Daly (A)

STAFF IN ATTENDANCE: Geoffrey Piller, Board Secretary
Danny Beagle, Program Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: Tom Farris, Claremont Behavioral Health Services
Norman Willis, Peer Assistance Program
Audra Knight, Knight & Associates
Audrey Knight, Knight & Associates
Laura Gieben, StirFry Seminars & Consulting
Gayle Orr-Smith, Heiress Consulting
Carlos Colon, S. F. Department of Transportation

(1) **CALL TO ORDER** – Chairman Martin called the August 1, 2000 Municipal Railway Improvement Fund special meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF JUNE 26, 2000** - Chairman Martin asked the Board to review the minutes of the Municipal Railway Improvement Fund Board of Trustees meeting of June 26, 2000. After review, **a Motion was made, seconded, and carried to** approve the Minutes of June 26, 2000 subject to the following correction:
Under "Absent" add "Andrea Gourdine".

Speaker:	Lawrence Martin and Geoffrey Piller
Action:	Approved
Ayes:	Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion:	143
Public Comment:	None

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**

Mr. Farris presented the Municipal Railway Improvement Fund EAP Report dated July 31, 2000 and Peer Assistance Program Report dated July 31, 2000. He reported that Claremont Behavioral Services has received an increasing number of referrals from the Employee Assistance and Peer Assistance Programs. In response to a question concerning why utilization was so high, Mr. Farris stated that, relative to AC Transit and BART, utilization was not high and that higher utilization means that operators who need the programs are actually using them. He stated that he had met periodically with Ms. Barbara Conway to discuss the Implementation of a Trauma Response Program. He intend to meet with her to discuss how the program would be structured. After discussion, **a Motion was made, seconded, and carried to** accept Claremont Behavioral Health Services report as presented by Mr. Farris.

Speaker: Lawrence Martin, Tom Farris, and John Madden
Action: Approved
Ayes: Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion: 144
Public Comment: None

(7) **"OPERATOR AS AMBASSADOR" PROGRAM -**

Mr. Beagle presented a report entitled "San Francisco Municipal Railway Improvement Fund Coordinator's Report" dated August 1, 2000 and discussed the following matters:

a) Ambassadors Program

Mr. Beagle reported that the Phase II of the Ambassador Training Program has completed training of 38.5% of the work force. He and Ms. Orr-Smith met on July 11, 2000 with Ms. Lisa Mancini, Chief Operating Officer, and her staff. Ms. Mancini re-confirmed Muni's support for the Ambassadors Program and agreed that Green and Cable Car divisions would be scheduled for participation in the near future.

Speaker: Lawrence Martin and Danny Beagle
Action: None
Public Comment: None

b) Retreat and Program Presentations

Mr. Beagle reported that Muni General Manager Burns and his staff, have agreed to participate in a full-day Municipal Railway Improvement Fund Retreat intended to assess the Fund's programs' goals for the current fiscal year. Mr. Beagle stated that the Retreat is tentatively scheduled for the month of October. Mr. Beagle also stated that the Municipal Transportation Agency and others have asked for a presentation reviewing the programs sponsored by the Fund and he requested authorization of up to $6,000.00 to cover presentation materials. After noting that the Fund budget for the

2000 – 2001 fiscal year accounts for this type of expense, **a Motion was made, seconded and carried to** approve the expense of $6,000.00 for this purpose.

Speaker: Lawrence Martin, Danny Beagle, Judith Teichman, John Madden and Laura Gieben
Action: Approved
Ayes: Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion: 145
Public Comment: None

c) Municipal Railway Improvement Fund Website

Mr. Beagle presented a draft model of the Municipal Railway Improvement Fund website and stated that he still need to add information concerning the Ambassador Training, Friends of Muni, Employee Assistance and Peer Assistance Programs. The Board asked Mr. Beagle to link the site to the City and County of San Francisco website. Mr. Beagle stated that he would submit an update at the next Board meeting.

Speaker: Lawrence Martin, John Madden and Danny Beagle
Action: None
Public Comment: None

d) Muni Employee/Family Health Initiative: Proposed Plan and Committees

Mr. Beagle reported that the July 31, 2000 Muni Employee/Family Health Initiative advisory panel meeting was cancelled and he intend to reschedule the meeting in early September.

Speaker: Danny Beagle
Action: None
Public Comment: None

e) Cross referencing of Peer Assistance and EAP utilization to Ambassador Program attendance

Mr. Beagle reported that after comparing the Peer Assistance and EAP utilization to the Ambassador Training Program database there did not appear to be a significant difference in utilization between operators who have been through the Ambassador Program and those who have not. Mr. Beagle will continue to keep track this data.

Speaker: Danny Beagle
Action: Approved
Ayes: Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion: 146
Public Comment: None

f) Train the Trainer

Mr. Beagle stated that the pilot "Train the Trainer" program has had trouble getting started because of turnover in management of Muni's training department and a shortage of training department personnel.

Speaker: Danny Beagle
Action: None
Public Comment: None

g) Amendment No. 3 Extending Beagle & Bleiweiss Contract through June 30, 2001

Mr. Piller presented Amendment No. 3 to the Beagle & Bleiweiss contract which extends the contract and the current monthly payment through the 2000 – 2001 fiscal year. He stated that the City Attorney's office has approved the amendment as to form. After discussion, **a Motion was made, seconded, and carried to** approve the Amendment No. 3 to the Beagle & Bleiweiss Contract with the Municipal Railway Improvement Fund.

Speaker: Lawrence Martin and Geoffrey Piller
Action: Approved
Ayes: Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion: 147
Public Comment: None

h) Renewal of the Local 250-A Administrative and Clerical Services Contract Through June 30, 2001

Mr. Piller stated that the Agreement between the Fund and Local 250-A for administrative and clerical services provides for renewal annually by action of the Board. After discussion, **a Motion was made, seconded, and carried to** approve the renewal of the Fund's contract with Local 250-A for the 2000 – 2001 fiscal year.

Speaker: Lawrence Martin, Tom Farris, and John Madden
Action: Approved
Ayes: Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion: 148
Public Comment: None

i) Acceptance of Coordinator's Report

A motion was made, seconded and carried to accept the Coordinator's Report.

Speaker: Lawrence Martin and Judith Teichman
Action: Approved
Ayes: Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion: 149
Public Comment: None

(8) **"FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER**

a) "Destinations" Newsletter

Ms. Orr-Smith reviewed a report entitled "First Year Assessment of the 'Destinations' Newsletter" dated July 13, 2000. She also stated that she is planning polling related to the future direction of the Friends Program in general and "Destinations" in particular and to convene a publishing panel for "Destinations" in the near future.

Speaker: Gayle Orr-Smith, Lawrence Martin, Tom Farris, and John Madden
Action: None
Public Comment: None

b) "Friends of Muni"

Ms. Orr-Smith reviewed draft "Friends of Muni Operating Guidelines." Action on the draft was tabled. She stated that since the last Board meeting there have been three "Friends of Muni" meetings with TWU Local 250-A union chairpersons present. After discussion, **a Motion was made, seconded and carried to** approve the "Friends" and "Destinations" reports.

Speaker: Gayle Orr-Smith, Lawrence Martin, Judith Teichman, John Madden, and Laura Gieben
Action: Approved
Ayes: Martin, Antonio, Madden, Teichman, Hatch and Lum
Motion: 150
Public Comment: None

Adjournment: Chairman Martin stated that the next meeting would be conducted August 15, 2000 at 3:30 p.m. There being no further business the meeting was adjourned at 5:00 p.m.

Respectfully submitted by:
Geoffrey Piller, Board Secretary

GP:jm

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NOTICE OF REGULAR MEETING AND AGENDA
FOR THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, AUGUST 15, 2000
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room – Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MINUTES OF MAY 16, 2000 AND AUGUST 1, 2000 MEETINGS** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**

a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.
c) Trauma Response Program Update Report – Action as required.

(7) **"OPERATOR AS AMBASSADOR" PROGRAMS**

a) Update concerning Ambassador Program – Action as required.
b) Update concerning Train-the-Trainer Program – Action as required.
c) Update concerning Municipal Railway Improvement Fund website – Action as required.
d) Muni Employee/Family Health Initiative: Proposed Plan and Committees – Action as required.
e) Report re-cross referencing of Peer Assistance and EAP utilization to Ambassadors Program attendance – Action as required.
f) Request for proposals for polling services – Action as required.

(8) **"FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER**

a) "Destinations" Newsletter
1) Distribution Update – Action as required.
2) "Publishing Panel" – Action as required.

b) "Friends of Muni"
1) Project Update – Action as required.
2) Security Plan – Action as required.

(9) **RETREAT**

a) Discussion of Proposed MIF Retreat – Action as required.

(10) **ADJOURNMENT**

NOTICE OF SPECIAL MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, AUGUST 1, 2000
3:30 P.M. 15,
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room - Mezzanine

NOTE - Items listed on this calendar will not be heard before the stated time.

ACCESSIBLE MEETING POLICY - Accessible seating for persons with disabilities (including those using wheelchairs) will be available. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, AUGUST 15, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Sutter III Room - Mezzanine
3:30 p.m.

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PRESENT: Gourdine (Acting Chair), Hatch (A), Lum (A), Madden(A), and Teichman (A)

ABSENT: Antonio (T), Caldwell (T), Daly (T), and Martin (T)

STAFF IN ATTENDANCE: Danny Beagle, Program Coordinator
Jacqueline Morante, Staff
Geoffrey Piller, Board Secretary

ALSO IN ATTENDANCE: Carolyn Devine, Heiress Consulting
Carlos Colon, Transportation Department
Alice Fialkin, TWU Local 200
Tom Ferris, Claremont Behavioral Services, Inc.
Laura Gieben, StirFry Seminars & Consulting
Audra Knight, Knight & Associates
Gayle Orr-Smith, Heiress Consulting

(1) **CALL TO ORDER** – Acting Chair Gourdine called the August 15, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED**

(3) **MINUTES OF MAY 16, 2000 AND AUGUST 1, 2000** – Acting Chair Gourdine asked the Board to review the minutes of the Municipal Railway Improvement Fund Board of Trustees Meeting of May 16, 2000 and August 1, 2000. After review, **a Motion was made, seconded and carried to approve the Minutes of the May 16, 2000 and August 1, 2000 regular monthly meetings, as presented.**

Speaker: Acting Chair Gourdine
Action: Approved
Ayes: Gourdine, Hatch, Lum, Madden and Teichman
Motion: 151
Public Comment: None

(4) **PUBLIC COMMENT – None**

(5) **ITEMS TO BE CONTINUED – None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH, INC.**

Mr. Farris presented the Municipal Railway Improvement Fund EAP Report and Peer Assistance Program Report dated August 14, 2000. During discussion of the Reports he compared Muni EAP utilization to that of AC Transit and BART, noting that the three transit systems reflect substantially similar rates of utilization. Mr. Farris also reviewed efforts to date to implement the "trauma response" program and attributed the delay to changes in personnel and program-related responsibilities in the management of the Muni departments involved in trauma response. After this discussion, **a Motion was made, seconded, and carried to accept Clarement Behavioral Health Services' report.**

Speaker: Tom Farris, Andrea Gourdine, and John Madden
Action: Approved
Ayes: Gourdine, Hatch, Lum, Madden and Teichman
Motion: 152
Public Comment: None

(3) **"OPERATOR AS AMBASSADOR" PROGRAM**

Mr. Beagle presented a memo entitled "San Francisco Municipal Railway Improvement Fund Coordinator's Report" dated August 15, 2000 and discussed the following matters:

a) Ambassadors Program

Mr. Beagle stated that training attendance has improved slightly since his last report to the Board and discussed efforts to date to include the security detail assigned to Muni to attend the Ambassadors training. After discussion, Mr. Beagle was asked to prepare a proposal for the MTA for the enrollment of the security detail in the program. Ms. Geiben then presented a memo dated August 15, 2000 which reviewed Ambassadors Program participant recommendations concerning the content of the training. After discussion the Board concluded that the participant recommendations concerning the Knight and Stirfry portions of the Ambassadors training should be presented to the MTA Board.

Speaker: Danny Beagle, Laura Geiben, Andrea Gourdine, Irwin Lum, Gayle Orr-Smith, Judith Teichman
Action: No formal action
Public Comment: None

b) "Train the Trainer"

Mr. Beagle stated that the pilot program for training of members of the Muni training

department staff is scheduled to begin August 23 and 24.
Speaker: Danny Beagle, John Madden
Action: None
Public Comment: Ms. Fialkin stated that the "train the trainer" program is directed at training department employees represented for purposes of collective bargaining by TWU Local 200 and there are aspects of the program which will require the City to meet and confer with Local 200.

c) Municipal Railway Improvement Fund Web Site
Mr. Beagle presented a revised model website. After discussion, **a motion was made, seconded and carried to approve the proposed model and to delegate to Chairman Martin and Treasurer Gourdine the final approval of the website's content.**
Speaker: Danny Beagle, Andrea Gourdine
Action: Approved
Ayes: Gourdine, Hatch, Lum, Madden and Teichman
Motion: 153
Public Comment: None

d) Polling Services Request for Proposal
Mr. Beagle asked for authorization to submit an RFP for polling services related to the Ambassadors and "Friends of Muni" programs. After discussion, **a motion was made, seconded and carried to authorize Mr. Beagle to proceed with the RFP for this purpose.**
Speaker: Danny Beagle
Action: Approved
Ayes: Gourdine, Hatch, Lum, Madden and Teichman
Motion: 154
Public Comment: None

e) Acceptance of Coordinator's Report
A motion was made, seconded and carried to accept the Coordinator's Report.
Speaker: Andrea Gourdine
Action: Approved
Ayes: Gourdine, Hatch, Lum, Madden and Teichman
Motion: 155
Public Comment: None

4. **"FRIENDS OF MUNI" PROGRAM**
Ms. Orr-Smith discussed, (1) efforts to improve the distribution of "Destinations" in each

of Muni's divisions, (2) the purpose of and possible dates for another "publishing panel'; (3) the "Friends" meetings held and scheduled since her last report; and (4) planning for the Muni crime prevention program with the SF Police Department. Ms. Orr-Smith also noted that the "Tranfers" will be performing on October 21, 2000. **A motion was made, seconded and carried to approve the "Friends" Report.**

Speaker: Carolyn Devine, Gayle Orr-Smith
Action: Approved
Ayes: Gourdine, Hatch, Lum, Madden and Teichman
Motion: 156
Public Comment: None

5. ADJOURNMENT

There being no further business the meeting was adjourned at 5:00 p.m.

Respectfully submitted by:
Geoffrey Piller, Board Secretary

GP/gp

Muni Improvement Fund

Ambassador/Friends of Muni Program

CHAIR
Lawrence B. Martin

VICE-CHAIR

SECRETARY
Claire Caldwell

TREASURER
Andrea Gourdine

TWU TRUSTEES
Lawrence B. Martin
Ray J. Antonio
Claire Caldwell
Weston Hatch
Irwin Lum
Sonny Hall

CITY TRUSTEES
Andrea Gourdine
Daniel Daly
John Madden
Judith Teichman

COORDINATOR
Daniel S. Beagle
650 Fifth Street
San Francisco, CA 94107
(415) 440-6823

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FROM: MUNICIPAL RAILWAY IMPROVEMENT FUND
JACQUELINE MORANTE, MIF SECRETARY
Fax: 415-922-9416 Phone: 415-440-6823

COMMENTS: PLEASE POST THIS NOTICE FOR PUBLIC VIEWING AND PLEASE FAX BACK CONFIRMATION OF RECEIVING THIS FAX TO: 415-922-9416. THANK YOU..

PUBLIC NOTICE

PLEASE BE ADVISED THAT THE MUNICIPAL RAILWAY IMPROVEMENT FUND REGULAR MONTHLY MEETING SCHEDULED FOR TUESDAY, SEPTEMBER 19, 2000 AT THE CROWN PLAZA HOTEL AT 3:30 P.M. HAS BEEN CANCELLED AND WILL BE RESCHEDULED FOR ANOTHER DATE.

THANK YOU.

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NOTICE OF MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND "Cancelled"
REGULAR MEETING
TUESDAY, OCTOBER 17, 2000
3:30 p.m.
CROWN PLAZA UNION SQUARE
480 Sutter Street, San Francisco CA
Cable Car Room – Mezzazine Level

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(1) CALL TO ORDER

(2) ROLL CALL

(3) MIF MINUTES OF AUGUST 1, 2000 - Review Minutes and action as required.

(4) PUBLIC COMMENT - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) ITEMS TO BE CONTINUED - None.

(6) REPORT BY CLAREMONT BEHAVIOR SERVICES, INC.
1. Employee Assistance Program update report – action as required.
2. Peer Assistant Program update report – action as required.
3. Trauma Response Program update report – action as required.

(7) "OPERATOR AS AMBASSADOR" PROGRAMS
1. Update concerning Ambassador Program – action as required.
2. Update concerning MIF Retreat – action as required.
3. Update concerning Municipal Railway Improvement Fund website – action as required.

(8) "FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER
1. "Destinations" Newsletter
   a) Production/distribution update – action as required.
   b) "Publishing Panel" – action as required.

2. "Friends of Muni"
   a) Project Status report – action as required.

(9) ADJOURNMENT

NOTE - Items listed on this calendar will not be heard before the stated time.

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NOTICE OF MEETING AND CALENDAR CANCLELATION OF THE MUNICIPAL RAILWAY IMPROVEMENT FUND REGULAR MEETING

*THE REGULAR MUNICIPAL RAILWAY IMPROVEMENT FUND (MIF) MEETING SCHEDULED FOR TUESDAY, OCTOBER 17, 2000 AT THE CROWN PLAZA UNION SQUARE, 480 SUTTER STREET, SAN FRANCISCO CA, CABLE CAR ROOM – MEZZANINE LEVEL AT 3:30 P.M. HAS BEEN **CANCELLED**, AND THE REGULAR SCHEDULING OF THE NEXT MIF BOARD MEETING WILL BE THE SECOND TUESDAY OF THE MONTH.*

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NOTICE OF REGULAR MEETING AND AGENDA
FOR THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, NOVEMBER 21, 2000
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room – Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MINUTES OF AUGUST 15, 2000 REGULAR MEETING** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **REPORT BY CLAREMONT BEHAVIORAL SERVICES, INC.**

a) Employee Assistance Program Update Report – Action as required.
b) Peer Assistant Program Update Report – Action as required.
c) Trauma Response Program Update Report – Action as required.

(7) **"OPERATOR AS AMBASSADOR" PROGRAMS**

a) Update concerning Ambassador Training Program – Action as required.
b) Update concerning MIF Retreat – Action as required.
c) Update concerning Municipal Railway Improvement Fund website – Action as required.
d) Draft budget for FY 2001 – Action as required.
e) Train-the-Trainer Program – Action as required.

(8) **"FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER**

a) "Destinations" Newsletter
   1) Production Distribution Update – Action as required.

b) "Friends of Muni"
   1) Project Update – Action as required.
   2) "Muni Transfers" – Action as required.

(9) **ADJOURNMENT**

NOTICE OF SPECIAL MEETING AND CALENDAR
OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, November 21, 2000
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room - Mezzanine

NOTE - Items listed on this calendar will not be heard before the stated time.

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MINUTES OF THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
REGULAR MEETING
TUESDAY, NOVEMBER 21, 2000
CROWN PLAZA UNION SQUARE
480 Sutter Street
San Francisco, CA
Cable Car Room-Mezzanine
3:30 p.m.

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PRESENT: Martin (Chairman), Gourdine (T), Antonio (T), Daly (T), Madden (A), Lum (A), and Hatch (A)

ABSENT: Caldwell (T), and Teichman (A)

STAFF IN ATTENDANCE: Geoffrey Piller, Board Secretary
Danny Beagle, Program Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: Audrey Knight, Knight & Associates
Dr. Audra Knight, Knight & Associates
Thomas Warren, Claremont Behavioral Services

(1) **CALL TO ORDER** – Chairman Martin called the November 21, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF AUGUST 15, 2000 -** Chairman Martin asked the Board to review the minutes of the Municipal Railway Improvement Fund Board of Trustees regular meeting of August 15, 2000 . After review, **a Motion was made, seconded, and carried to** approve the Minutes of August 15, 2000 meeting, as presented.

Speaker: Lawrence B. Martin
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Madden, Lum and Hatch
Motion: 157
Public Comment: None

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) **REPORT BY CLAREMONT BEHAVIORAL HEALTH SERVICES, INC.**
Mr. Thomas Warren stated Mr. Farris was not able to attend today's meeting and presented the Municipal Railway Improvement Fund EAP Report dated November

15, 2000 and Peer Assistance Program Report dated November 15, 2000 and discussed the following matters:

a) Employee Assistance Program
Mr. Warren reported that EAP handled thirty-nine cases for the period July 1, 2000 through November 14, 2000.

b) Peer Assistance Program
Mr. Warren reported that twenty-six new clients made use of the Program for the months of September and October 2000.

c) **EAP and Ambassadors Program**
Mr. Warren stated Claremont cross-referenced employees participating in the Ambassador Training Program with employees who made use of the EAP from June 28, 1999 through August 17, 2000 and found that thirty five (or 18%) of the 193 Muni employees who used the EAP during this period had participated in the Ambassador Training Program. He noted that EAP utilization has averaged 11% for Muni overall.

d) Trauma Response Program
Mr. Warren noted that Mr. Farris is working with Mr. Gary of Muni's Workers Compensation department on the trauma response program but observed on Mr. Farris' behalf that Muni could not move forward with this program unless an agreement could be reached with Claremont or another EAP vendor. He noted that Mr. Farris met with Ms. Mary Jalufka, Muni Rapid Response Program Consultant and discussed implementation of EAP and PAP programs. Mr. Piller was asked about the status of the renewal of the Claremont Agreement for the 2000-2001 fiscal year. He stated that Muni has thus far taken the position that EAP and PAP related services must be subject to competitive bidding. He also stated that he anticipated having further information on the status of the 2000-2001 and 2001-2002 contract at the Board's December meeting. After discussion, **a Motion was made, seconded and carried to** accept Claremont Behavioral Health Services report as presented by Mr. Warren.

Speaker:	Lawrence B. Martin, Thomas Warren, Andrea Gourdine, and Geoffrey Piller.
Action:	Approved
Ayes:	Martin, Gourdine, Antonio, Daly, Madden, Lum and Hatch
Motion:	158
Public Comment:	None

(7) **"OPERATOR AS AMBASSADOR" PROGRAM -**
Mr. Beagle presented a report entitled "San Francisco Municipal Railway Improvement Fund Coordinator's Report" dated November 21, 2000 and discussed the following:

a) Ambassadors Training Program

Mr. Beagle reported that he and Ms. Orr-Smith met with Muni Chief Operating Officer, Lisa Mancini. who has since acted to support the Ambassadors Program. He also noted that the number of participants in the program has increased and this now includes participants from Cable Car and Green Divisions. Future meetings will be held with Muni management to discuss how attendance can be improved. Mr. Beagle also stated that he will continue working with Mr. David Ragland, Jeff Gary, the Muni Data Committee, and the Ambassador trainers to gather statistical data to measure operators PSR's, accidents, workers compensation claims, attendance, and absenteeism.

Speaker: Lawrence Martin and Danny Beagle
Action: None
Public Comment: None

b) Municipal Railway Improvement Fund Retreat

Mr. Beagle reported that the Municipal Transportation Agency (MTA) has asked Mr. Beagle to provide a written update concerning the Fund's programs every six weeks and that he has done so. Mr. Beagle stated that he is continuing to plan a full-day Retreat for January 25, 2001 to discuss Fund programs and budget for the 2001 fiscal year. After discussion, Mr. Beagle was directed to draft a description of the purpose of the retreat and a proposed agenda and to meet with a Union and City – appointed Trustee (to be determined) for purposes of developing these drafts. Mr. Beagle was further directed to circulate proposed dates for the retreat planning meeting to the two named Trustees.

Speaker: Lawrence Martin and Danny Beagle
Action: None
Public Comment: None

c) Municipal Railway Improvement Fund Website

Mr. Beagle reported that he anticipated that the website for the Municipal Railway Improvement Fund could be fully on line by November 28, 2000.

Speaker: Lawrence Martin, John Madden and Danny Beagle
Action: None
Public Comment: None

d) Draft budget for FY 2001

Mr. Beagle reported that he is preparing a draft report on MIF expenditures for the fiscal year 2001 and expects to submit the draft budget report by the December 19, 2000 Board meeting. After discussion, Trustee Gourdine asked Mr. Beagle to consider ways in which the Municipal Transportation Agency could assist the Municipal Railway Improvement Fund and report his conclusions to the Board at the December or January meeting.

Speaker: Danny Beagle, Lawrence Martin, and Andrea Gourdine
Action: None
Public Comment: None

e) Train the Trainer

Mr. Beagle reported that on August 23 and 24 the Ambassador Training consultants held a pilot train-the-trainer program for Muni Training Department Staff . The purpose was to inform potential Muni trainers and managers about the Ambassador Program, to provide an overview of the sessions, review the program materials, and assess the Department's ability to master and teach the Ambassadors Program curriculum. Chairman Martin asked Mr. Beagle to research whether any other transit systems are doing this type of training and if so, how the training is conducted.

Speaker: Danny Beagle, Lawrence Martin, Ray Antonio, Lawrence Martin, John Madden and Audra Knight
Action: None
Public Comment: None

f) Acceptance of Coordinator's Report

A **motion was made, seconded and carried to** accept the Coordinator's Report.

Speaker: Lawrence Martin and Judith Teichman
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Madden, Lum and Hatch
Motion: 159
Public Comment: None

(8) "FRIENDS OF MUNI" AND "DESTINATIONS" NEWSLETTER

Mr. Beagle stated Ms. Gayle Orr-Smith was not able to attend the meeting today and he distributed her report entitled, "Newsletter Distribution Revised 11-16-00, and Municipal Railway Improvement Fund Project Action Plan." Mr. Beagle reported on the following matters:

a) "Destinations" Newsletter

Mr. Beagle reported that Ms. Orr-Smith has been meeting with Mr. Fred Stevens, Muni Maintenance Supervisor, to improve delivery of "Destinations". He stated that the Local 250-A chairpersons in each division and maintenance staff have committed to make sure "Destinations" newsletters are loaded on each coach regularly.

Speaker: Danny Beagle, Ray Antonio, and Lawrence B. Martin
Action: None
Public Comment: None

b) "Friends of Muni"

Mr. Beagle reported that he, Mr. Antonio, and Ms. Orr-Smith met with Muni Detail officers to discuss how the Fund could help to enhance rider safety on Muni. Mr. Beagle stated on December 14, 2000 the "Friends of Muni" would meet at the Northern Police Station and would continue meeting with the Western Addition and Bayview "Friends" groups to discuss Muni' safety.

Mr. Beagle stated that the "Muni Transfers" made their 2000 debut at the Muni Safety Award Banquet. After discussion, **a Motion was made, seconded, and approved to** accept the Friends of Muni Program report as presented by Mr. Beagle.

Speaker: Danny Beagle
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Madden, Lum and Hatch
Motion: 160
Public Comment: None

Adjournment: There being no further business the meeting was adjourned at 5:00 p.m.

Respectfully submitted by:
Geoffrey Piller, Board Secretary

GP:jm

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NOTICE OF REGULAR MEETING AND AGENDA
FOR THE
MUNICIPAL RAILWAY IMPROVEMENT FUND
TUESDAY, DECEMBER 19, 2000
3:30 P.M.
CROWNE PLAZA UNION SQUARE
480 Sutter Street, San Francisco
Cable Car Room – Mezzanine

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(1) **CALL TO ORDER**

(2) **ROLL CALL**

(3) **MINUTES OF NOVEMBER 21, 2000 REGULAR MEETING** – Review of Minutes and action as required.

(4) **PUBLIC COMMENT** - At this time, members of the public may address the Fund on items of interest to the public that are within the subject matter jurisdiction of the Fund, except agenda items. With respect to agenda items, your opportunity to address the Fund will be afforded when the item is reached in the meeting, with one exception. When the agenda item has already been reviewed in a public hearing at which members of the public were allowed to testify and the Fund has closed public hearing, your opportunity to address the Fund must be exercised during the Public Comment portion of the calendar. Each member of the public may address the Fund for up to three minutes. If it is demonstrated that comments by the public will exceed 15 minutes, the Chairperson or Vice-Chairperson may continue Public comment to another time during the meeting.

(5) **ITEMS TO BE CONTINUED - None.**

(6) **FUND PROGRAMS**

a) **Program Management**
- i.) MIF/Muni retreat – Action as required.
- **ii.)** MIF draft budget for FY 2001-2002 – Action as required.
- **iii.)** MIF Website – Action as required.

b) **"Ambassador" Program**
- i.) Program participation – Action as required.
- ii.) Program evaluation and review of Request for Proposal concerning polling – Action as required.
- iii.) Update on Train-the-Trainer Program – Action as required.

c) **Report by Claremont Behavioral Services, Inc.**
- i.) EAP – Action as required.
- ii.) Peer Assistance Program – Action as required.
- iii.) Trauma Response Program – Action as required.
- iv.) Claremont Contract Status – Action as required.

d) **"Destinations" Newsletter**
- i.) Distribution – Action As required.

e) **"Friends of Muni"**
- i.) Update on FOM meetings

(7) **"MUNI TRANSFERS" PERFORMANCE**

(8) **ADJOURNMENT**

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ABSENT: Caldwell (T), Madden (A), and Lum (A)

STAFF IN ATTENDANCE: Geoffrey Piller, Board Secretary
Danny Beagle, Program Coordinator
Jacqueline Morante, Staff

ALSO IN ATTENDANCE: Audrey Knight, Knight & Associates
Dr. Audra Knight, Knight & Associates
Dr. Tom Farris, Claremont Behavioral Services
Laura Gieben, StirFry Seminars & Consulting
"Muni Transfers", S. F. Municipal Railway
Gayle Orr-Smith, Heiress Consulting

(1) **CALL TO ORDER** – Chairman Martin called the December 19, 2000 Municipal Railway Improvement Fund regular meeting to order.

(2) **ROLL CALL WAS CONDUCTED.**

(3) **MINUTES OF NOVEMBER 21, 2000 -** Chairman Martin asked the Board to review the minutes of the Municipal Railway Improvement Fund Board of Trustees regular meeting of November 21, 2000 . After review, **a Motion was made, seconded, and carried to** approve the Minutes of the November 21, 2000 Board of Trustees meeting, as presented.

Speaker: Lawrence B. Martin
Action: Approved
Ayes: Martin, Gourdine, Antonio, Daly, Hatch, and Teichman
Motion: 161
Public Comment: None

(4) **PUBLIC COMMENT - None**

(5) **ITEMS TO BE CONTINUED - None**

(6) FUND PROGRAMS

(a) Program Management

Mr. Beagle presented a report entitled "San Francisco Municipal Railway Improvement Fund Board of Trustees Meeting" dated December 19, 2000. As directed by the Board at its last meeting, the report detailed achievements for FY 2000-2001 and for FY 2001-2002. Mr. Beagle asked the Board of Trustees to review the following:

i) Retreat

Mr. Beagle reported that he would continue meeting with Mr. George Hague, Muni Health and Safety to discuss implementation and planning of the Municipal Railway Improvement Fund retreat, which is intended to review Fund Programs and goals with senior Muni management. Mr. Beagle stated that a meeting would be held on December 20, 2000 with representatives from Muni, TWU, MIF Staff, and a City appointed Trustee to plan the retreat, which is now scheduled for January 25, 2001. After discussion, the Board asked Mr. Beagle to continue with the planning meeting and contact Trustee Madden to schedule his attendance at any planning meetings and the retreat.

Speaker: Danny Beagle, Lawrence B. Martin, Andrea Gourdine, Ray Antonio, Judith Teichman, and Daniel Daly.
Action: None
Motion: None
Public Comment: None

ii) Draft Budget For Fiscal Year 2001-2002

Mr. Beagle presented a draft budget and report for FY 2001 – 2002 for the Municipal Transportation Agency. After review, the Board asked Mr. Beagle to 1) restructure page 2 and correct errors on page 3; 2) request that the balance remaining from the 2000-2001 budget carry over to the fiscal year 2001-2002; 3) review with Mr. Farris the budgeted cost for PAP training, and 4) send the revised draft to the Trustees by January 2nd for final review and comment by January 8, 2001. After discussion, **a Motion was made, seconded and carried to** approve the draft report and budget subject to these changes.

Speaker: Danny Beagle, Judith Teichman, and Geoffrey Piller
Action: Approved
Motion: 162
Ayes: Martin, Gourdine, Antonio, Daly, Hatch, and Teichman
Public Comment: None

iii) Web site

Mr. Beagle stated that the MIF Web site was posted this week and would be regularly maintained and corrected. The registered address used for public access is "www.improvemuni.com."

Speaker: Danny Beagle
Action: None
Motion: None
Public Comment: None

B) Ambassador Program

i) Participation

Mr. Beagle reported that 80% of the Ambassador Program Phase I and Phase II participants will have completed their training by the end of FY 2000-2001 and that Phase I and Phase II training should be completed by December 31, 2001. In addition, Mr. Beagle stated that he is developing questionnaire for the purpose of data evaluation to determine whether the skills taught in the six modules of the Ambassador Training Program have proven over time to be useful to Muni employees.

Speaker: Danny Beagle and Geoffrey Piller
Action: None
Motion: None
Public Comment: None

ii) Program Evaluation and review of Request for Proposal concerning polling.

Mr. Beagle stated that he is working with Ms. Morante to correlate PSR and absenteeism data and completion of the Ambassadors training for the FY 2000-2001 for presentation to the Municipal Transportation Agency.

Speaker: Danny Beagle and Lawrence Martin
Action: None
Motion: None
Public Comment: None

iii) Update on the Train-the-Trainer Program

Mr. Beagle stated that he would continue meeting with Mr. George Hague, Muni Safety and Training to plan and discuss issues concerning the Train-the-Trainer Program. The Trustees asked Mr. Beagle to further develop a train the trainer timeline and goals for certification of trainers.

Speaker: Danny Beagle, Lawrence Martin, Andrea Gourdine, Judith Teichman, and Gayle Orr-Smith.
Action: None
Motion: None
Public Comment: None

C) **Report by Claremont**

Mr. Farris distributed a report entitled "Municipal Railway Improvement Fund EAP Report" dated December 19, 2000 and Peer Assistance Program Report dated November 15, 2000 and noted the following:

i) **Employee Assistance Program**

The total cases reviewed by the EAP: 57 since July 1, 2000.

ii) **Peer Assistance Program**

Mr. Norman Willis, PAP Coordinator has resigned effective January 1, 2001 and Claremont has begun the search for a replacement. The report also reflects that Claremont anticipates that the Peer Assistants will have completed the training necessary to be certified as Substance Abuse Counselors by June 2002.

iii) **Trauma Response Program**

According to Coordinator Beagle's Report, PAP now has limited access to Central Control logs and has contacted approximately 20 employees in the months of October through December 2000 to offer trauma response assistance.

Speaker: Danny Beagle and Tom Farris
Action: None
Motion: None
Public Comment: None

D) **"Destinations" Newsletter**

Distribution

Ms. Orr-Smith reported that distribution of the 25,000 "Destinations" Newsletters printed each month continues to be undermined by the absence of "take-one" boxes on many coaches. She noted, however, there has been a great improvement in on-bus delivery. She stated that the Newsletter's goals for 2001 are as follows: Continue monthly publication, encourage positive media coverage, develop materials to educate riders on Muni etiquette and to promote safe and efficient use of Muni, and establish the MIF web site with full information on MIF activities.

Speaker: Gayle Orr-Smith
Action: None
Motion: None
Public Comment: None

E) **"Friends of Muni"**

Update on the FOM meetings
Ms. Orr-Smith reported that the "Friends of Muni" had a series of meetings with Muni and the San Francisco Housing Authority to discuss concerns related to public crime and safety. Ms. Orr-Smith stated that in the Western Addition, Muni agreed to install the requested bus stop at Geary and Laguna January 2001, and to improve neighborhood participation from the Bayview and Hunters Point areas in developing shelters. She stated that the goals of the Friends Groups for 2001 are to establish quarterly meetings for the Friends of Muni groups, work with existing community-based agencies, educate riders on safety/crime, and promote Muni management attendance of FOM meetings.

Speaker: Gayle Orr-Smith
Action: None
Motion: None
Public Comment: None

(7) **PERFORMANCE BY THE "MUNI TRANSFERS"**

Ms. Orr-Smith introduced the Transfers and their Musical Director, Mr. Johnny Land, and the Transfers performed a medley of the Holiday songs that they have performed during the month at Friends of Muni sponsored events.

Adjournment: There being no further business the meeting was adjourned at 5:35 p.m.

Respectfully submitted by:
Geoffrey Piller, Board Secretary

GP:jm

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